**Schedule a GoToMeeting from the Web**

As an organizer, you have multiple options for scheduling your meeting. Below you can learn how to schedule directly from your online web account.

Schedule now

1. Log in to your account at [https://global.gotomeeting.com](https://global.gotomeeting.com/).
* Be to use one of the account below

Account Names: Gotomeeting1@pscleanair.org, Gotomeeting2@pscleanair.org, Gotomeeting3@pscleanair.org, Gotomeeting4@pscleanair.org.

Password: CleanA1r4All

1. On the [My Meetings page](https://global.gotomeeting.com/#meetings), click **Schedule**.



* Be sure to check for time conflict as far as scheduling

3. Use the pop-up window to specify the details of your new meeting, as follows:

* **(a) Meeting name** – Enter a title for the meeting.
* **(b) Recurrence** – How often do you want your meeting to occur? Select which type of meeting you want to schedule using the drop-down menu. Learn more.

	+ *Occurs once* – This will create a one-time meeting with a set date and time.
	+ *Occurs multiple times* – This will create a recurring meeting, which has no date and time and never expires.
* **(c) Date/Time** – Select the date and time of the meeting (note that this option will not be available if you selected "Occurs multiple times").
* **(d) Timezone** – The meeting timezone will automatically set to your computer's timezone. You can click the link if you'd like to change it (note that this option will not be available if you selected "Occurs multiple times").
* **(e) Audio tab** – Select which audio options should be available to attendees during the session.
* **(f) Co-organizers tab** – If desired, enter the name or email address of attendees whom you would like to become [co-organizers](https://support.logmeininc.com/gotomeeting/help/add-co-organizers-g2m040005) of the meeting.
* **(g) Password tab** – As an organizer, you can choose to password-protect your meetings. Once password-protected, your attendees will need to enter a secret password of your choosing to join the meeting. Note that only local recording is available for password-protected meetings.



4. Click **Save** when finished. The new meeting will then be immediately available from the [My Meetings page](https://global.gotomeeting.com/#meetings), and you will be prompted to invite others to the meeting.

5. In the Invite people window, click **Copy** to copy the information to your clipboard and paste it into an email, calendar invitation or web page to [invite your attendees](https://support.logmeininc.com/gotomeeting/help/invite-others-to-join-g2m040002)!

