**Scheduling a GoToMeeting**

The GoToMeeting client software has been installed on your computer. The icon for accessing the software is located on the taskbar.

The agency has four accounts for creating online meetings with video conferencing capabilities:

Account Names: [Gotomeeting1@pscleanair.org](mailto:Gotomeeting1@pscleanair.org), [Gotomeeting2@pscleanair.org](mailto:Gotomeeting2@pscleanair.org), [Gotomeeting3@pscleanair.org](mailto:Gotomeeting3@pscleanair.org), and [Gotomeeting4@pscleanair.org](mailto:Gotomeeting4@pscleanair.org).

Password: **CleanA1r4All**

1) Right-click on the GotoMeeting icon in the taskbar and select **Schedule a Meeting**.

2) Sign in with one of the above accounts. If a meeting is already booked for the time you wish, try another account. PRO TIP: Don’t start with Gotomeeting1. That’s where everyone starts!

3) Create the new meeting by filling in the details in the Schedule a Meeting dialog box.

4) An Outlook Appointment invitation (subject: GoToMeeting Invitation) will be automatically generated with a link to the meeting. You can edit the subject/message and send the invitation to meeting participants.

5) Right-click on the GotoMeeting icon in the taskbar and select **Sign Out**

When the meeting participant clicks on the “join my meeting” link provided in the email, they will be prompted to download and install the **GoToMeeting Launcher.exe.** This program does not require administrator permissions to install and will only be installed once.

**All the GoToMeeting help you could ever want, including tutorials and training videos, can be found here:** <https://support.goto.com/meeting>

Please review the tutorials well in advance of your meeting so you familiar with scheduling a meeting, joining a meeting, and configuring webcam and audio.