

GoToMeeting Guide

A step by step guide on how to launch the GoToMeeting application

System requirements

To attend a meeting on a PC, the following is required:

- Internet Explorer® 7.0 or newer, Mozilla® Firefox® 3.0 or newer or Google™ Chrome™ 5.0 or newer (JavaScript™ and Java™ enabled)
- Windows® 7, Vista, XP or 2003 Server
- Cable modem, DSL, or better Internet connection
- Dual-core 2.4GHz CPU or faster with 2GB of RAM (recommended)

To attend a meeting on a Mac the following is required:

- Safari™ 3.0 or newer, Firefox® 3.0 or newer or Google™ Chrome™ 5.0 or newer (JavaScript™ and Java™ enabled)
- Mac OS® X 10.5 – Leopard® or newer
- Intel® processor (512 MB of RAM or better recommended)
- Cable modem, DSL, or better Internet connection

Step 1: Click on the GoToMeeting link

Click on the GoToMeeting link included in the email sent by PEOPLECERT.

1. Please join my meeting.

<https://www3.gotomeeting.com/join/18002>

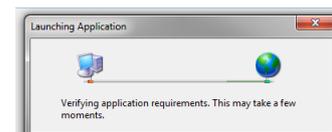
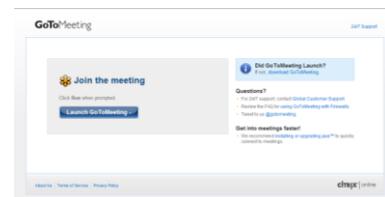
Step 2: Begin the launch

Click on the button Launch GoToMeeting on the left side of the page.

Step 3: Launch the application

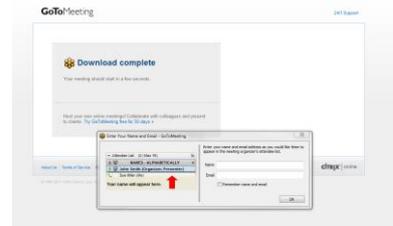
The GoToMeeting launching process begins.

This may take a few minutes to complete.



Step 4: Insert your details

Once downloaded, a new window appears in which you need to insert your name and e-mail.



Step 5: Join the session

Once logged in, the GoToMeeting control panel appears on the right, indicating you have successfully joined the session.

You can minimize the screen by clicking on the red button.



Step 6: You are all set!

You will now be guided through the session.