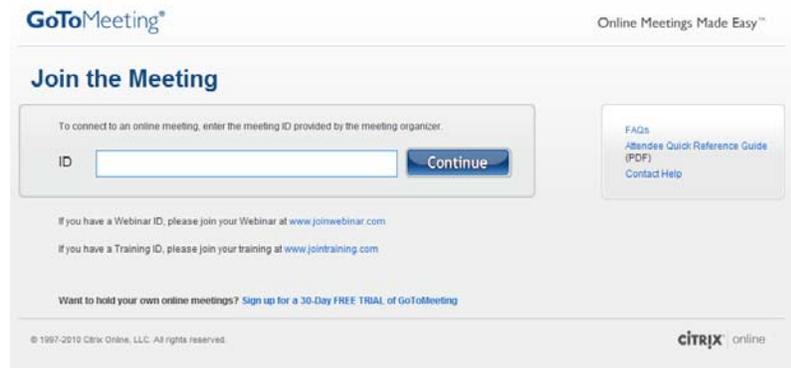# GoToMeeting Instructions for DayTradingCourse.com

In your Internet Browser, type (or click): www.daytradingcourse.com/meeting

Type in the Meeting ID provided by us.

Follow their instructions and run the installation of the GoToMeeting viewer. If you are asked to click Yes, do so. You may be asked twice.

GoToMeeting® Online Meetings Made Easy™

Join the Meeting

To connect to an online meeting, enter the meeting ID provided by the meeting organizer.

ID [   ] Continue

FAQs
Attendee Quick Reference Guide (PDF)
Contact Help

If you have a Webinar ID, please join your Webinar at www.joinwebinar.com

If you have a Training ID, please join your training at www.jointraining.com

Want to hold your own online meetings? Sign up for a 30-Day FREE TRIAL of GoToMeeting

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CiTRIX online

When you are in, you will see the control panel in your upper right corner:
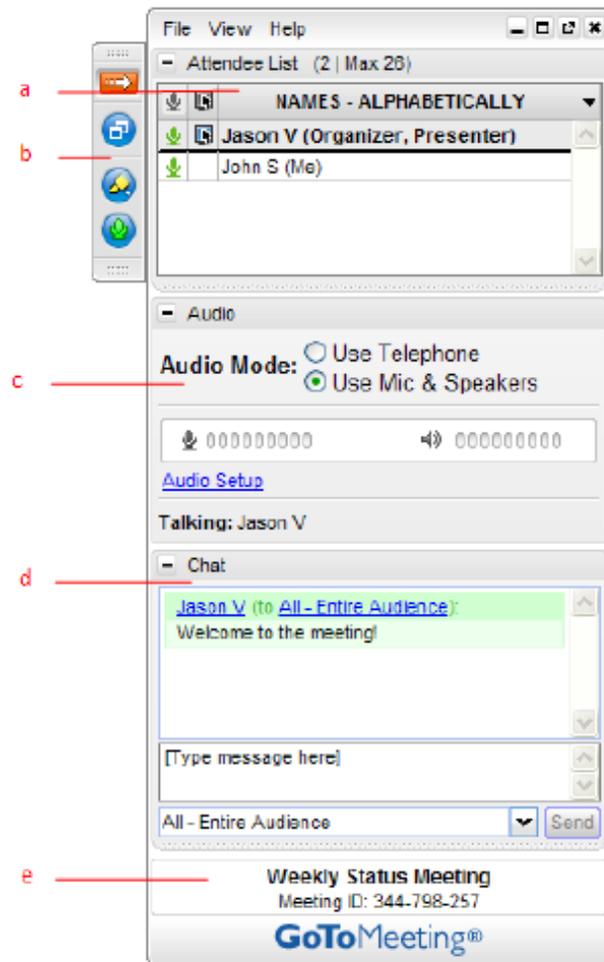
Attendee Control Panel

When attendees first join a meeting, the Attendee Control Panel appears on the right side of their desktops. The Attendee Control Panel gives attendees access to various meeting functions and is comprised of four panes: the Attendee List Pane, the Audio Pane, the Chat Pane, and Grab Tab.

After approximately 10 seconds the Attendee Control Panel automatically collapses to the right side of the screen with only the Grab Tab displayed. The auto-collapse feature can be disabled from the View drop-down menu.

Mac The option to disable the auto-hide feature on the Control Panel is only available to attendees using PCs.

- *Attendee List Pane* - If enabled by the organizer, provides a list of all meeting attendees. (a)
- *Grab Tab* - Enables attendees to minimize the Control Panel to the side of their desktops and still access Viewer tools. (b)
- *Audio Pane* - If the organizer has given attendees a choice in how to join the audio portion of the meeting, you can switch between using Mic & Speakers (VoIP) or Telephone. (c)
- *Chat Pane* - If enabled by the organizer, allows attendees to chat with other attendees, either individually or all at once, or with just the organizer or presenter (d)
- *Meeting Information* - Provided for quick reference. (e)

File View Help

Attendee List (2 | Max 26)

NAMES - ALPHABETICALLY ▼

Jason V (Organizer, Presenter)
John S (Me)

Audio

Audio Mode: ○ Use Telephone ● Use Mic & Speakers

🎤 000000000   🔊 000000000

Audio Setup

Talking: Jason V

Chat

Jason V (to All - Entire Audience):
Welcome to the meeting!

[Type message here]

All - Entire Audience ▼ Send

Weekly Status Meeting
Meeting ID: 344-798-257

GoToMeeting®

You will need to verify your VoIP connection is functioning properly. You may need to click the + next to the Audio section to open it. Click "Audio Setup" to test your microphone and speakers.

VoIP Best Practices
Audio quality can vary based on your audio software/hardware manufacturer as well as your operating system. When using VoIP, the following best practices are recommended:
- For optimum sound quality, a headset is recommended, preferably a USB headset for ease of use.
- If a headset is not available, a microphone and speakers are required, preferably a USB microphone for ease of use.
- If using a microphone, it should be a distance of at least 1.5 feet away from any speakers that are built into or connected to your PC.
- The use of a Webcam microphone is not recommended.

Paul will then make you the presenter and you should see your control panel and Grab Tab modify for presenter status:
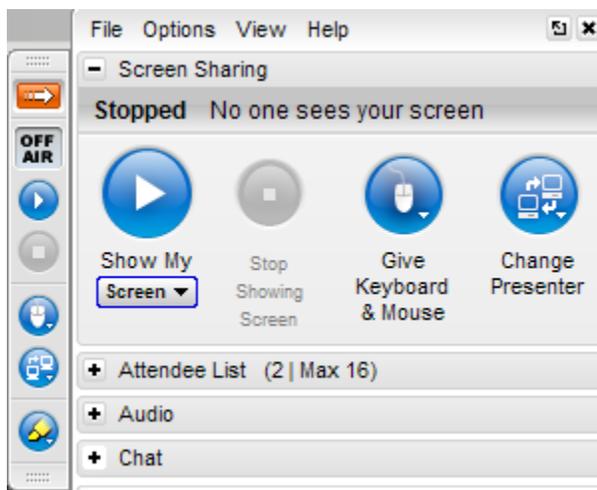
Your Grab Tab items are explained here:

Click the orange right arrow to hide the control panel. To restore the control panel, click the orange left arrow.

When asked by Paul, click the Play button to <u>Show my Screen</u>

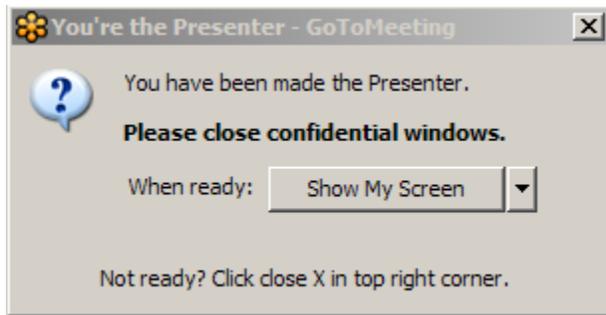Click the Mouse button to <u>Give Keyboard and Mouse</u>.

This button allows you to make Paul the presenter again.

This button allows you to select your drawing tools.

If you are connected by VoIP you will also have a green microphone which you can click to mute yourself.
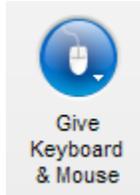
You should also see this box appear in the center of your screen:

Click "Show My Screen" on this box. Alternatively, you can click the "Play" button that says "Show My Screen" in the control panel, which looks like this:

Then, in the control panel, click the Mouse button that says "Give Keyboard & Mouse" and select Paul Quillen.

After selecting Paul Quillen, you may see this window pop up:
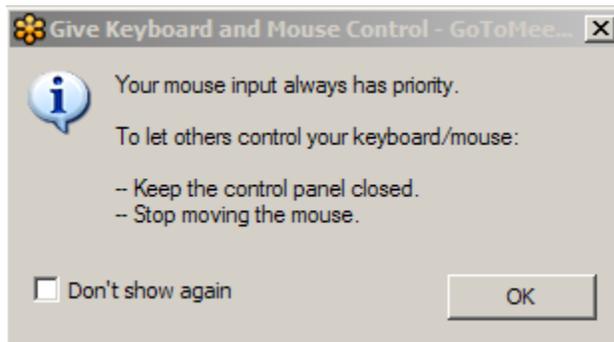
Click OK and then let go of your mouse. Paul will take over from here.

Once the meeting is finished, Paul will exit out of GoToMeeting and end the meeting. Your computer is no longer accessible.