GoToMeeting

All connect unmuted

Max 150 people

25 webcams can be used at one time

GoToWebinar

Attendees connect muted

Max 500 people

Organizer promotes Attendees to Panelist or Organizer

6 webcams can be used at one time

Full registration and tracking system

Record webinars

Polls

Handouts

Q&A

Share mouse and keyboard

**Roles**

Organizer

Schedule webinar

Starts the webinar

Ends the webinar

Can answer questions

Invites Attendees

Promote Attendees to Panelist or In-Session Organizer

In-Session Organizer (Co-Organizer)

Can end the webinar

Can answer questions

Promote Attendees to Panelist or In-Session Organizer

Panelist

Can answer questions

Presenter

Organizer can assign screen sharing to the presenter

Go to https://www.gotomeeting.com/

Click Sign In

Username is [\_\_\_\_\_\_\_\_](mailto:droesslerc@nccommunitycolleges.edu)

Enter password

This page shows the GoToMeetings scheduled on our account.

Remember you can have only one GoToMeeting at a time.

And you can have only one GoToWebinar at a time.

You can have both a GoToMeeting and a GoToWebinar at the same time, but if you do, you cannot run both from the same computer.

Ensure the time of your new meeting/webinar does not overlap with another meeting/webinar. Allow for late end and early start.

In the upper right corner of the screen, select the Postsecondary Perkins menu. From that menu, select GoToWebinar

You are now at the GoToWebinar Dashboard. You can always return here by selecting the small house icon in the left side panel.

To expand the list of upcoming webinars, select the SEE MORE button.

There is also a COMPACT VIEW button. Try them out to find what works for you.

Tutorial Videos to learn GoToWebinar

<https://support.logmeininc.com/gotowebinar/video>

#### GoToWebinar Organizer Training - Part 1 - Scheduling  (05:33)

#### <https://www.youtube.com/watch?v=68HU6Gy1cNw>

#### GoToWebinar Organizer Training - Part 2 – Hosting  (08:56)

#### <https://www.youtube.com/watch?v=9dwRW61Zjo8>

#### GoToWebinar Audio Made Easy  (04:20)

<https://www.youtube.com/watch?v=A7y_2GfG8yQ>

first time attendee (4:23) but seen from the organizer perspective

<https://www.youtube.com/watch?v=wUSPgg6Qngc>

# GoToWebinar Attendee Quick Start

<https://www.youtube.com/watch?v=IQ3Xwwgbd8Y>