GO TO MEETING INSTRUCTIONS
Rincker Law, PLLC

Here are a few things you need to know before joining your first GoToMeeting online meeting. You can join the meeting from your Mac or Windows desktop or just about any smartphone or tablet. This guide shows you how to join and participate.

Go Mobile - Get started with GoToMeeting on your mobile device by downloading the GoToMeeting app from the App Store, Google Play or Windows Phone Store. Then join the meeting by opening the app and entering the meeting ID you received in an email from the meeting organizer. Learn more about the free GoToMeeting mobile apps at gotomeeting.com.

1. YOU'RE INVITED

The invitation email or message will include a link to the meeting from
www.gotomeet.me/caririncker
The "Meeting Name" will be the Access Code given on the invitation. This will be emailed to you.
Join the meeting a few minutes early to make sure you have everything you need
If you don't already have the software, it will download automatically and you'll be placed into the meeting
If you do not wish to join the call on your computer then you can join the call on your telephone.
The dial-in information may change but it will generally look like this:

Here are the directions:

New Meeting
Fri, Mar 20, 2020 1:00 PM - 2:00 PM (CDT)

Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/806144053

You can also dial in using your phone.
United States: +1 (872) 240-3311

Access Code: 806-144-053

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
https://global.gotomeeting.com/install/806144053

2. TALK AND LISTEN

Check the online meeting invitation or your Control Panel to see the audio options available
Make sure you turn your audio on.
If the option to dial-in is offered and you'd like to use it, call in using the telephone number
and access code shown. Enter the audio PIN if provided
You can also use your computer's mic and speakers (VoIP). For the best experience, we
recommend using a USB headset with this option
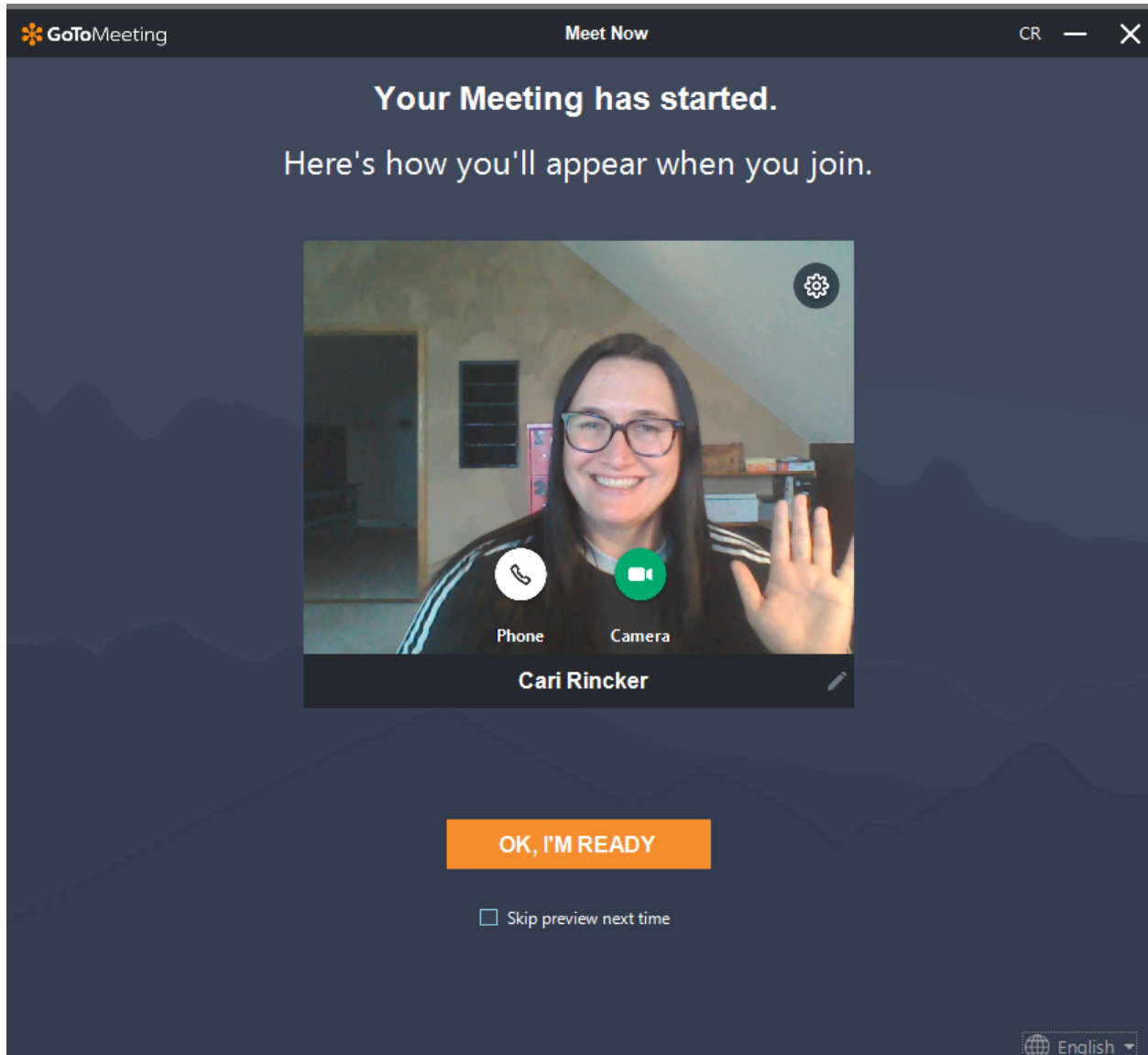
5. KNOW WHO'S SPEAKING

The bottom of your meeting window and the Control Panel both indicate who's speaking When you are speaking, meeting attendees will see your name if you connected with mic and speakers or if you dialed in and entered your **audio PIN**
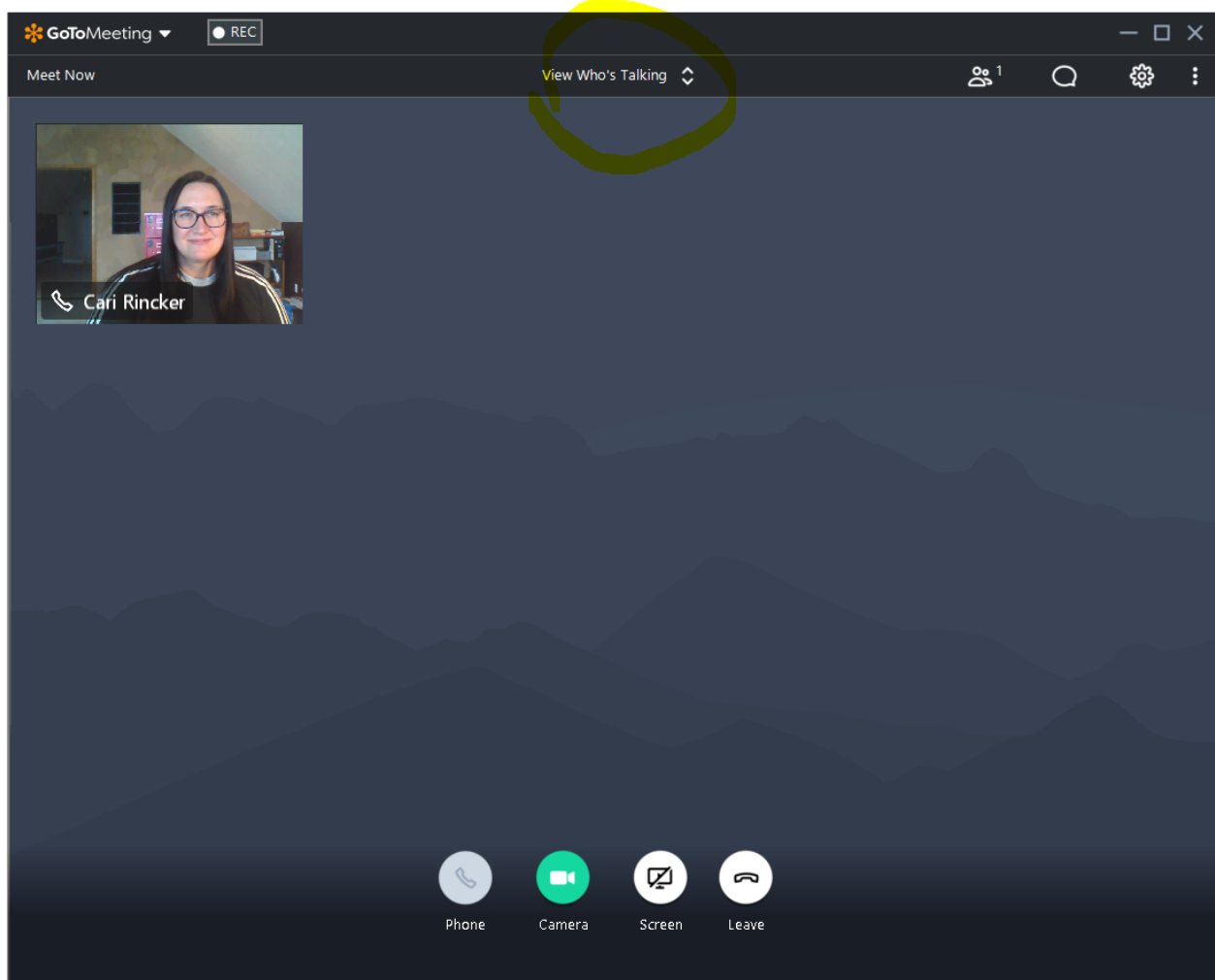

What is great about GoToMeeting is that you can choose to share video or your screen if you with. Otherwise, it can just be audio. It is your choice.
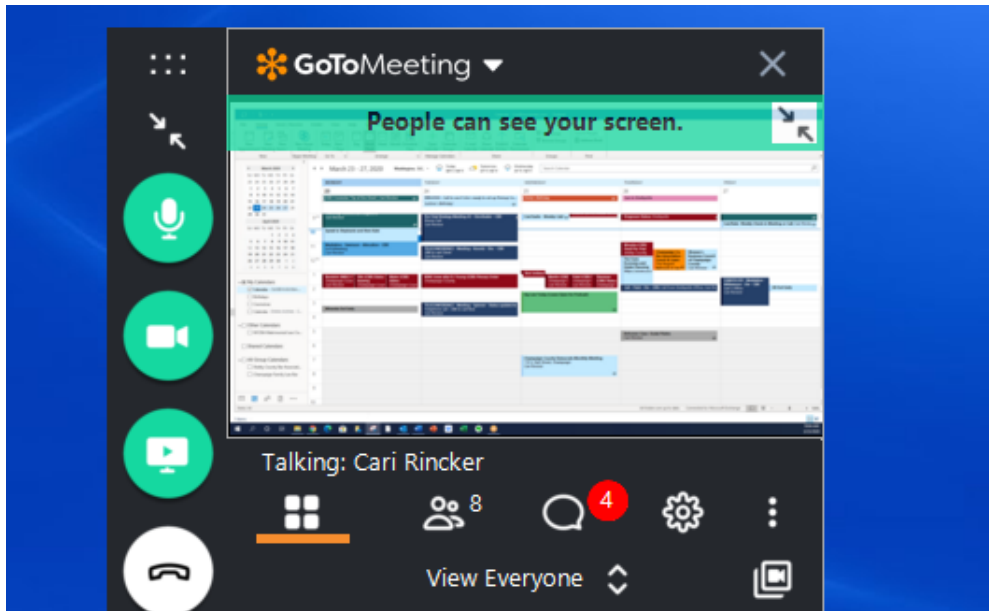
6. INTERACT

You can mute yourself when you're not speaking. The host can also mute you or all attendees. If you dialed in using a phone, you'll need to use the **audio PIN** to mute your line via the GoToMeeting controls

The easiest way to share your webcam is to click the button on the grab tab. Or you can click the **Share My Webcam** button on the Control Panel

Pause and resume your webcam by using the icons in the top-right corner of your webcam feed

If you are muted or don't want to interrupt the speaker, you can use the chat feature to communicate with the group, the host and/or other individual attendees

The host can make you the presenter or give you control of the shared screen. When you're the presenter, additional controls will appear on your grab tab

7. LEAVE THE MEETING
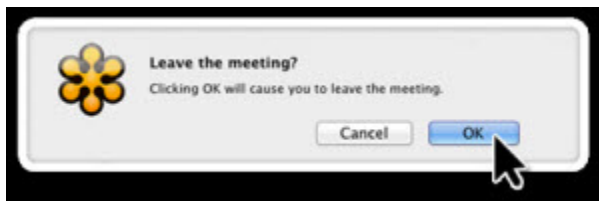
When you're ready to leave a meeting, click the icon at the top of the meeting window (You'll be prompted to confirm that you want to leave)

No Meetings will be recorded without the permission from everyone on the call.

If you have any issues, call the office at (217) 531-2179 or email cari@rinckerlaw.com or jill@rinckerlaw.com.

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