

Go to meeting Application download and User guide for windows. (User that does not have Chrome.)

Step1: Open Browser and type in URL (<https://gotomeet.me/lplaw>) (Figure 1: Join URL)

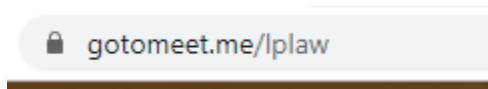


Figure 1: Join URL

You will see the screen below (Figure 2: Join Meeting Landing Page):

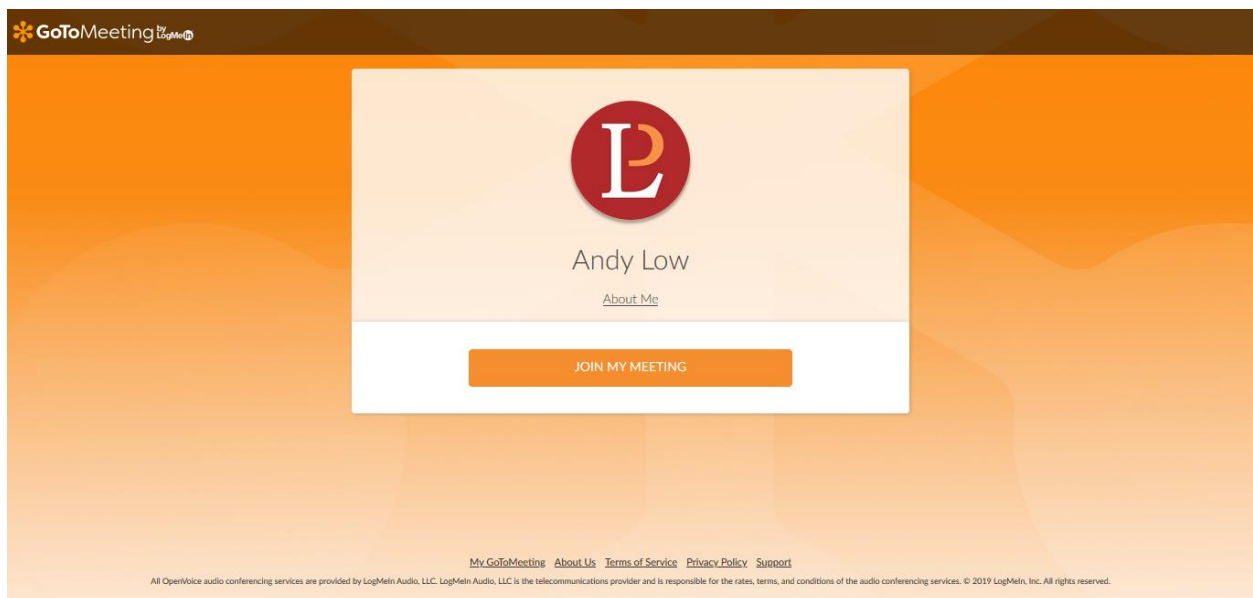


Figure 2: Join Meeting Landing Page

Step 2: Click the "JOIN MY MEETING" button. (Figure 3: Lead to install page)

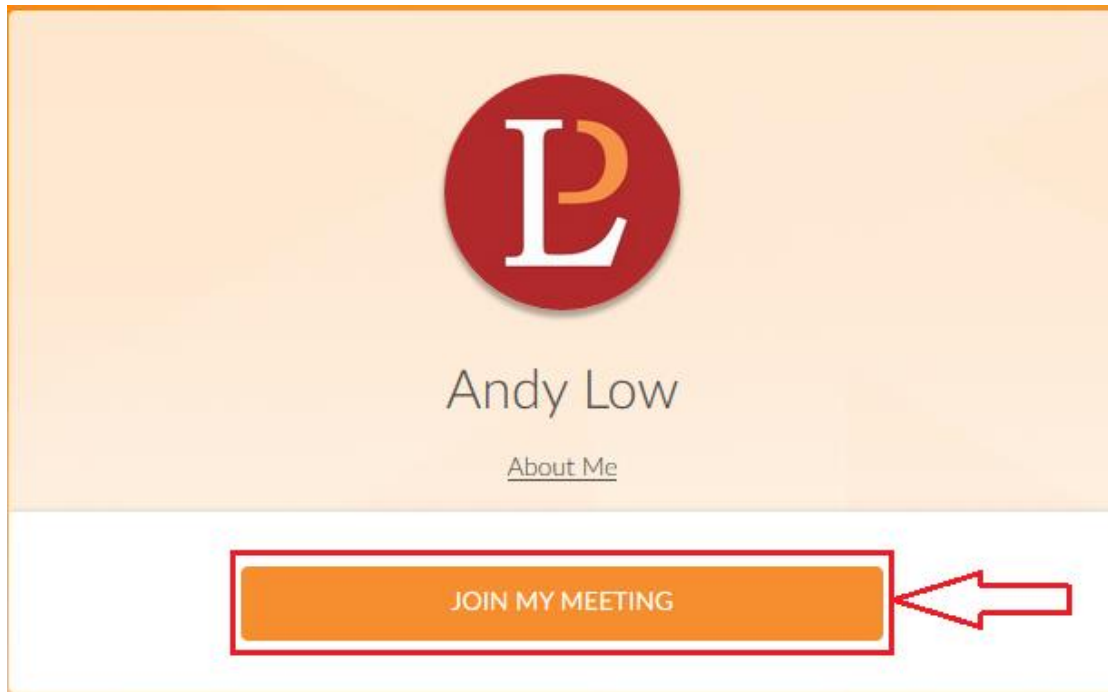


Figure 3: Lead to install page

Then it will lead to page shown below:

(Figure 4: Press "Download the app" to download GoToMeeting app)

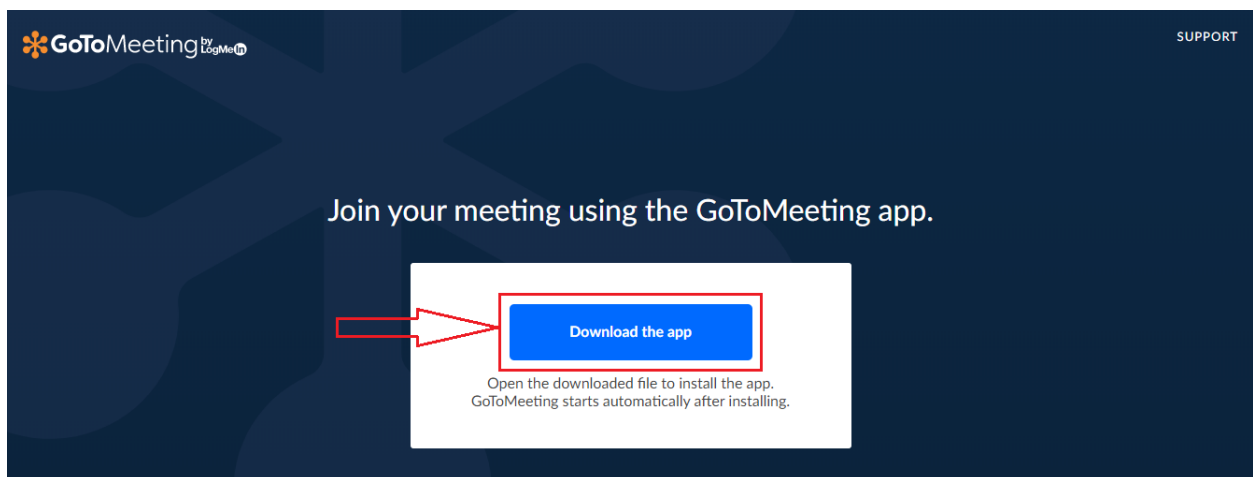


Figure 4: Press "Download the app" to download GoToMeeting app

Then wait until it download finish/complete.

Step 3: Open your “File Explorer” and go to “This PC → Downloads”. (Figure 5: File location)

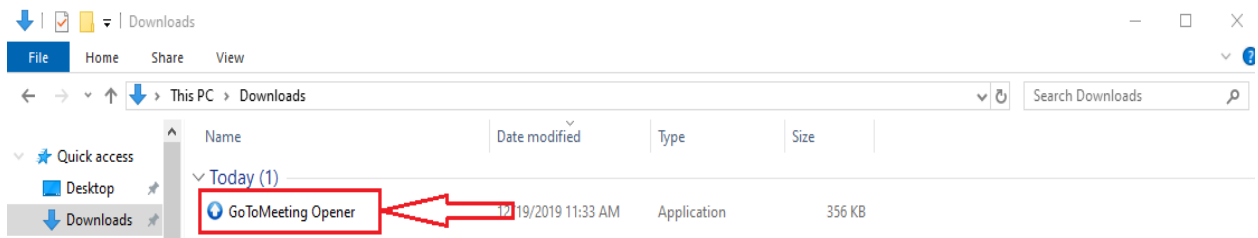


Figure 5: File location

Double Click the file and let it install. (Figure 6: Double Click to run the file)

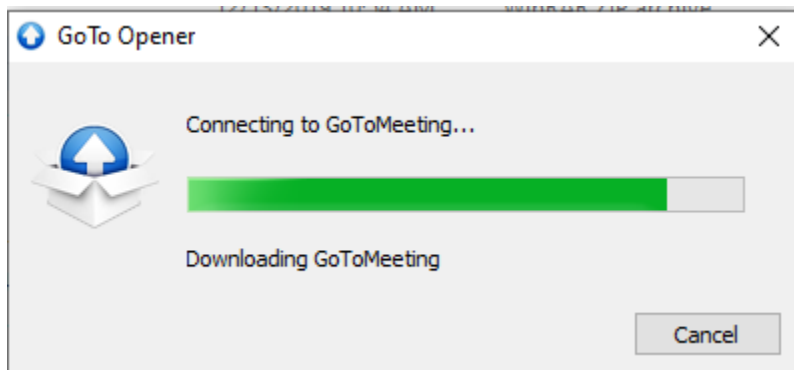


Figure 6: Double Click to run the file

After finish installing it will lead to interface shown below: (Figure 7: Landing page after finish install)

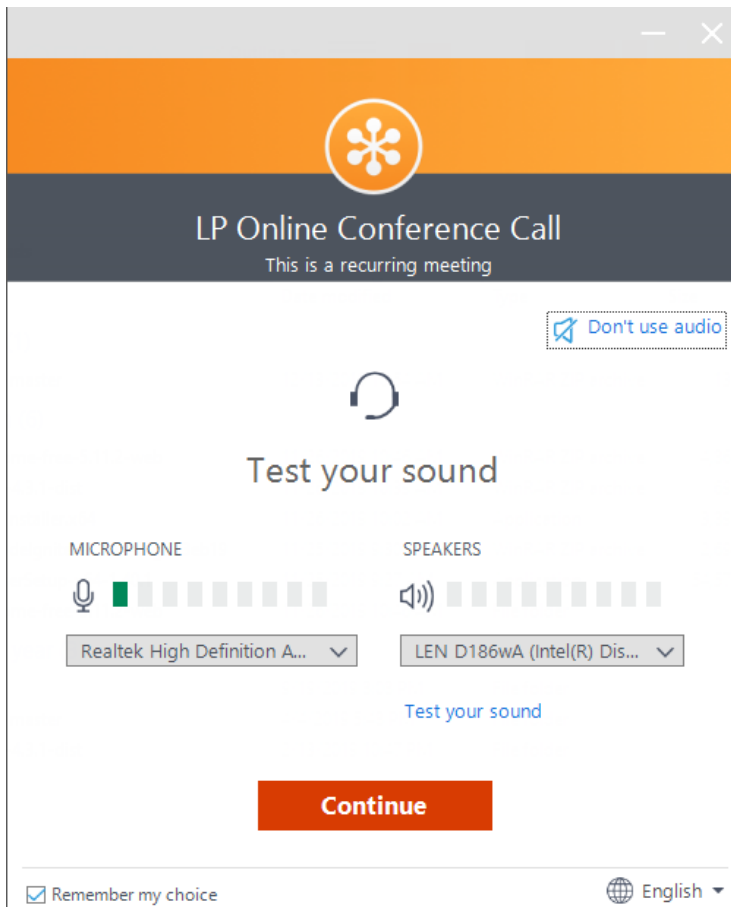


Figure 7: Landing page after finish install

Step 4: Configure your speaker and press the “Test your sound” to confirm that the setting is ok. (Mic doesn't need to be configure because it is not using during meeting.) (Figure 8: Configure sound output)

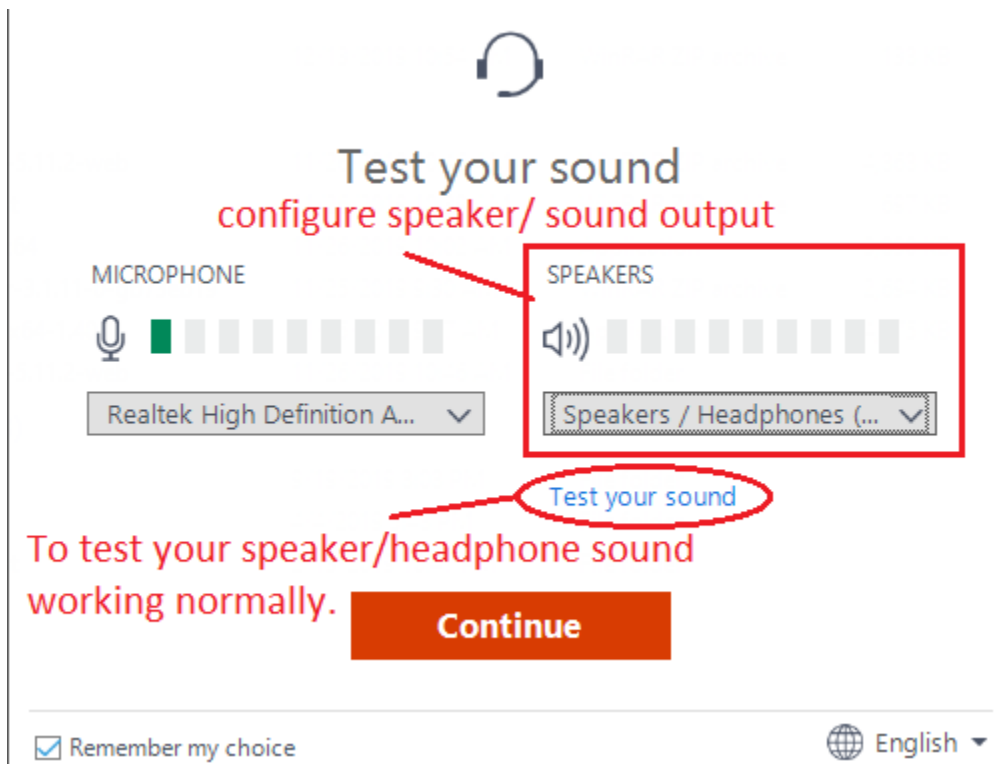


Figure 8: Configure sound output

After finish configure, press “Continue” to proceed.

Step5: If the organizer haven open the meeting than it will show - (Figure 9: joining meeting)

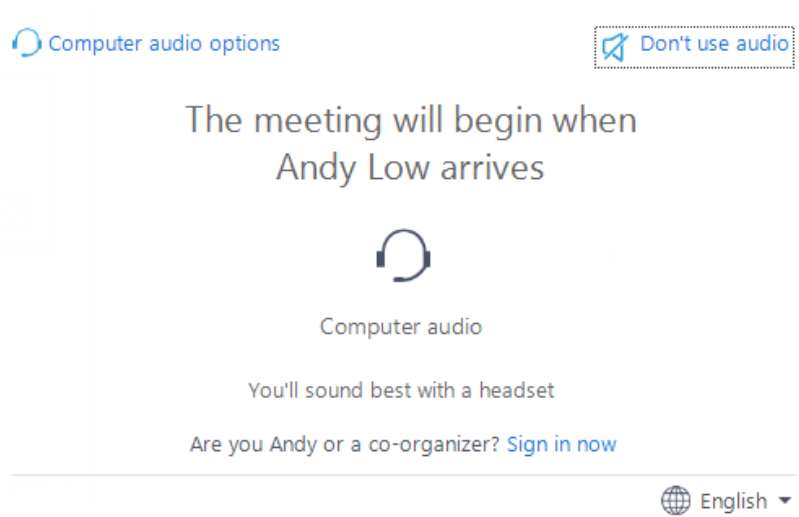


Figure 9: joining meeting

If the organizer already open the meeting than it will show - (Figure 10: actual meeting page)

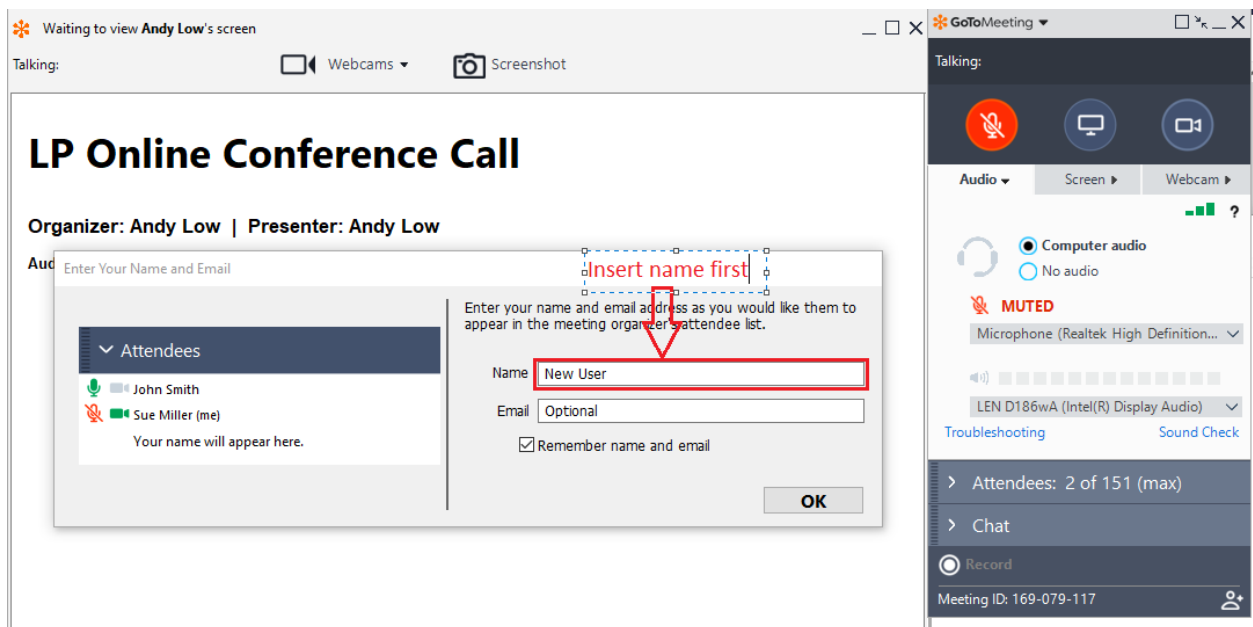


Figure 10: actual meeting page

After insert your name and press “OK” than you can use the App freely.

NOTICE: Things MUST do during the meeting.

1. Mute your mic, disable share screen and webcam. (Figure 11: icon function)

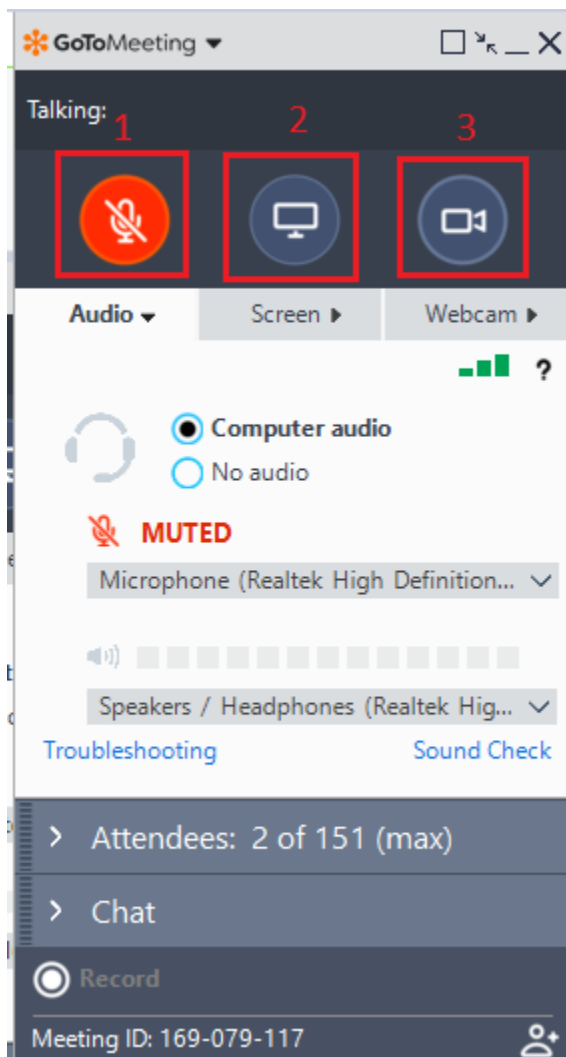


Figure 11: icon function

1. Mute your mic all the time. Use chat system to ask question and etc.
2. This icon is for share screen. **Disable** it during meeting.
3. This icon is to open your webcam. **Disable** it during meeting.

2. Use Chat system to ask question and etc. (Figure 12: Chat system)

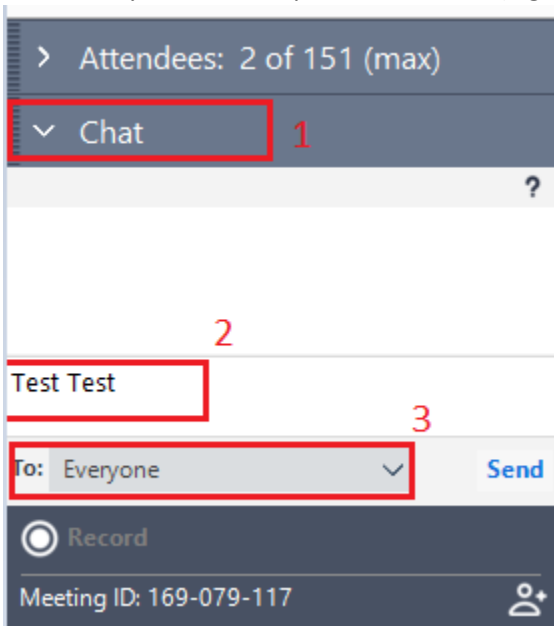


Figure 12: Chat system

1. Press this enable chat section.
2. Chat text box for you to type in your chat message.
3. Always set this to "Everyone".
4. Press "Send" to send message, or "Enter" from your keyboard to send message.