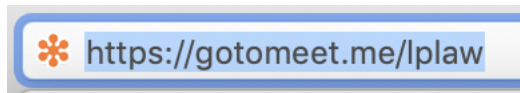


GoToMeeting MAC OS User Guide. (For MacBook User only.)

Using google chrome is recommend, Please refer the GotomeetWebUserGuide file for guide.

If user does not have chrome than please use safari to download the GoToMeeting Apps using this link -> <https://gotomeet.me/lplaw>

Step1: Open Safari and type in URL (<https://gotomeet.me/lplaw>)



You will see the screen below (Figure 1: Join Meeting Landing Page):

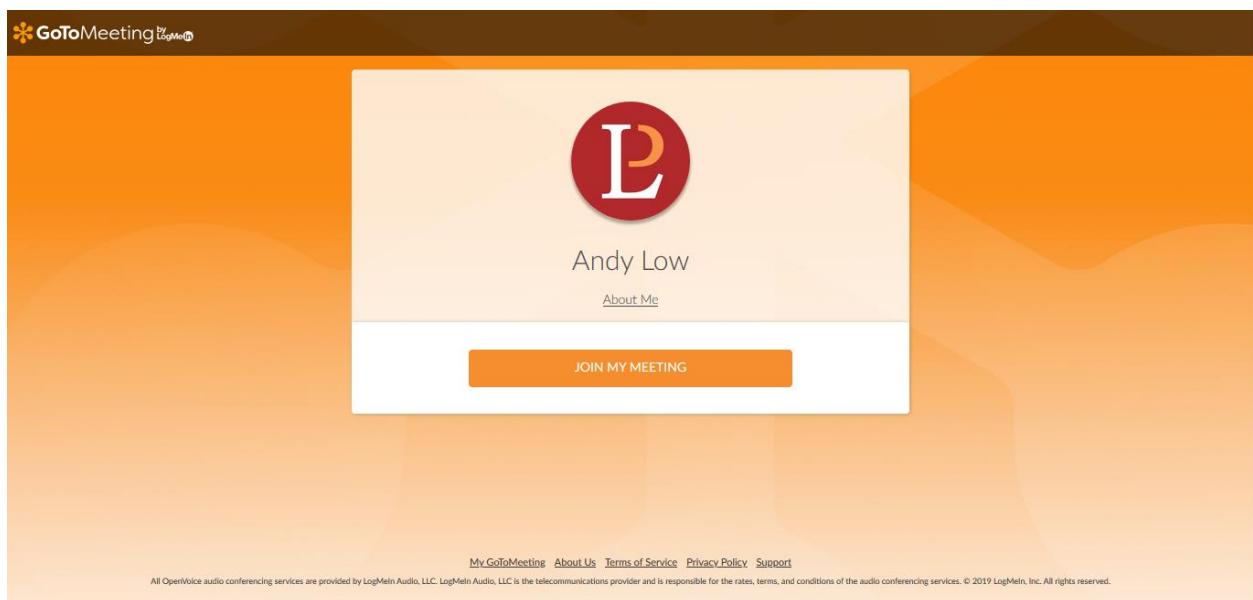


Figure 1: Join Meeting Landing Page

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

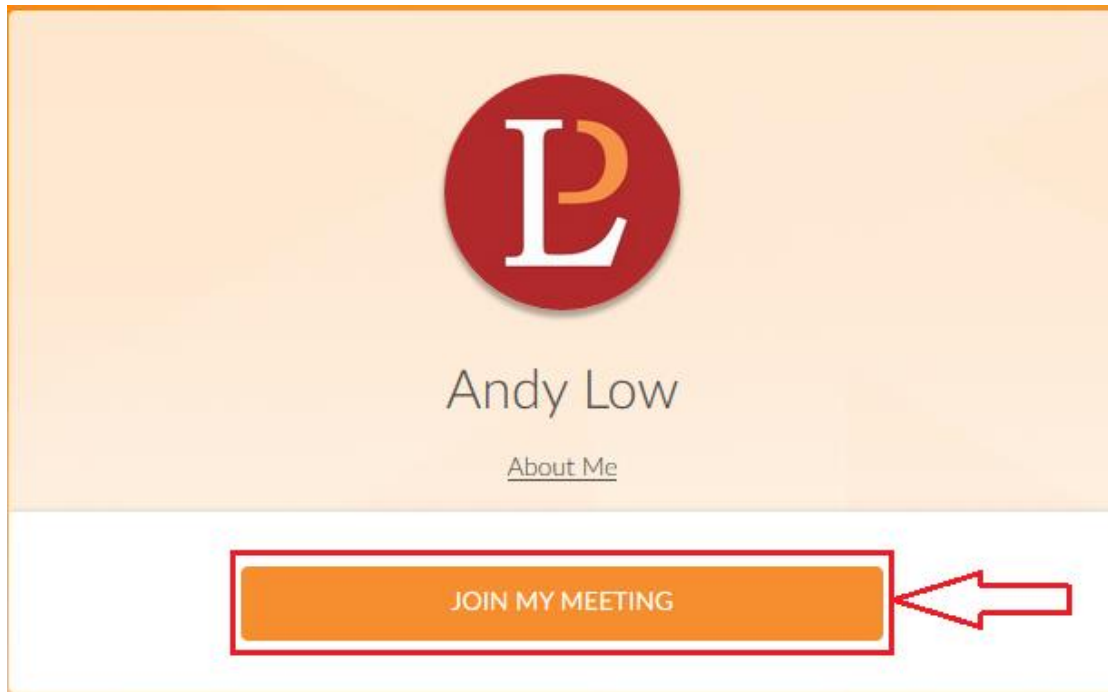


Figure 2: Lead to install page

Then it will lead to page shown below:

(Figure 3: Press "Download the app" to download GoToMeeting app)

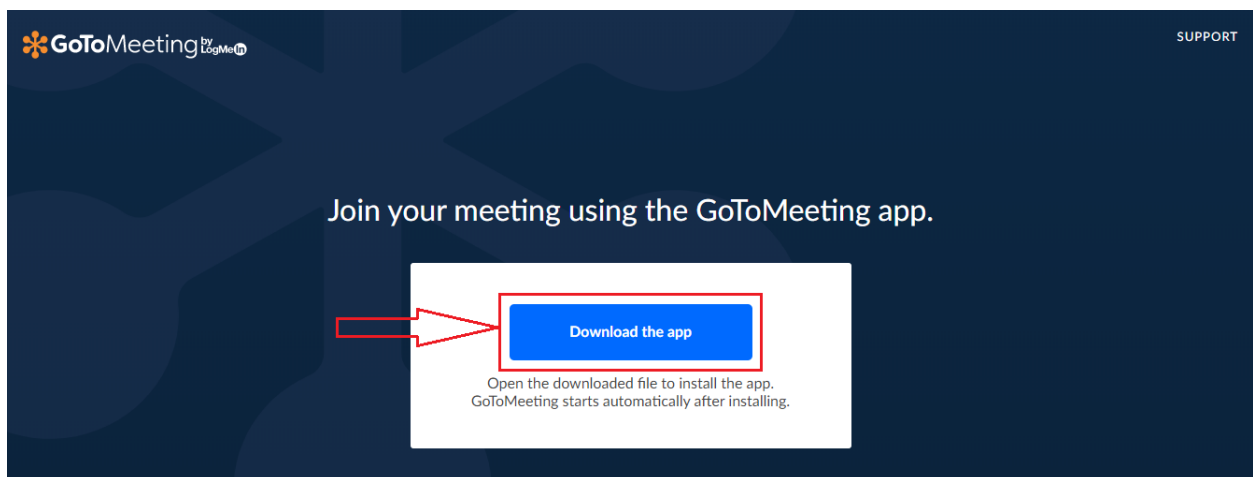


Figure 3: Press "Download the app" to download GoToMeeting app

Then wait until it download finish/complete.

Step 3: Open your “Finder” and go to “Downloads”, click the file to install. (Figure 4: File location)

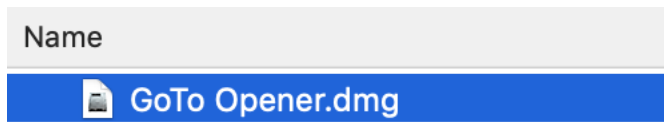


Figure 4: File location

Double Click the icon and let it install. (Figure 5: Double Click to run the file)



Figure 5: Double Click to run the file

After finish installing it will lead to interface shown below: (Figure 6: Landing page after finish install)

Press "OK"

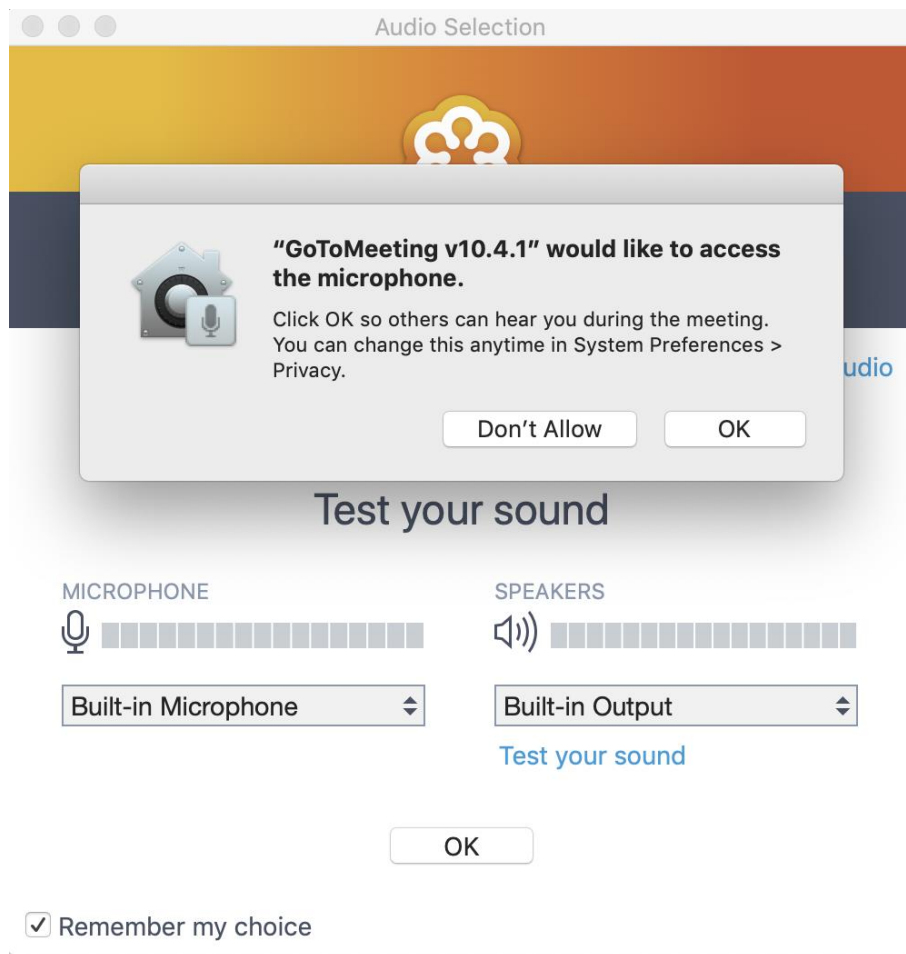


Figure 6: Landing page after finish install

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 7: Configure sound output)

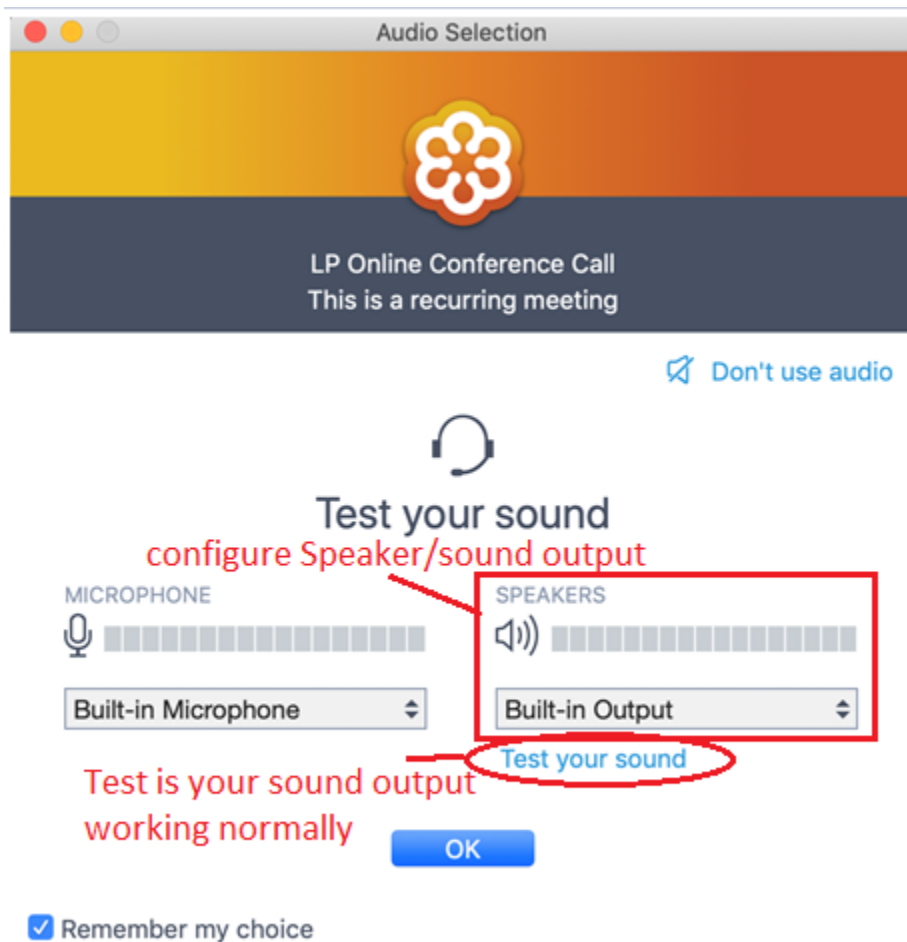


Figure 7: Configure sound output

After finish configure, press “OK” to proceed.

Step5: If the organizer haven open the meeting than it will show - (Figure 8: joining meeting)

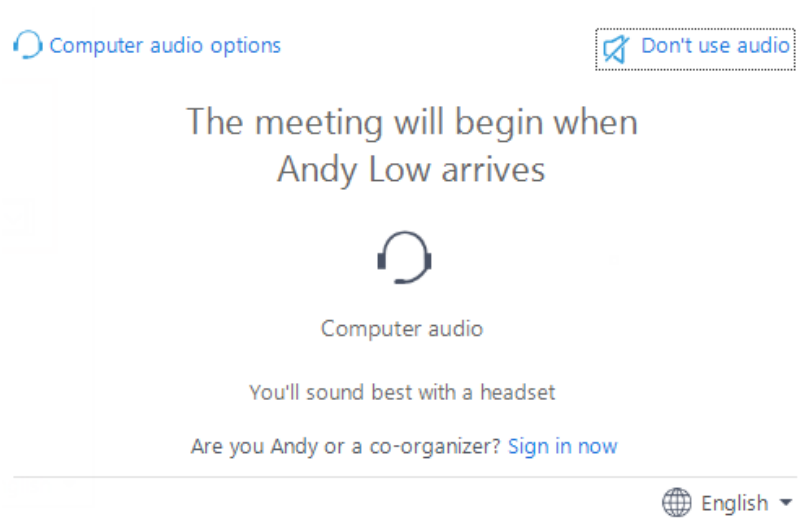


Figure 8: joining meeting

If the organizer already open the meeting than it will show - (Figure 9: Type in name to move freely)

A screenshot of a 'GoToMeeting' dialog box titled 'Edit Your Name and Email'. The dialog prompts the user to edit their name and email address as they would like them to appear to the meeting attendees. The 'Name' field contains 'Kah Hoo Cheng' and the 'Email' field contains '(optional)'. There is a checked checkbox for 'Remember name and email' and an 'OK' button.

Figure 9: Type in name to move freely

After insert your name and press “OK” than you can use the App freely. (Figure 10: Actual Meeting interface)

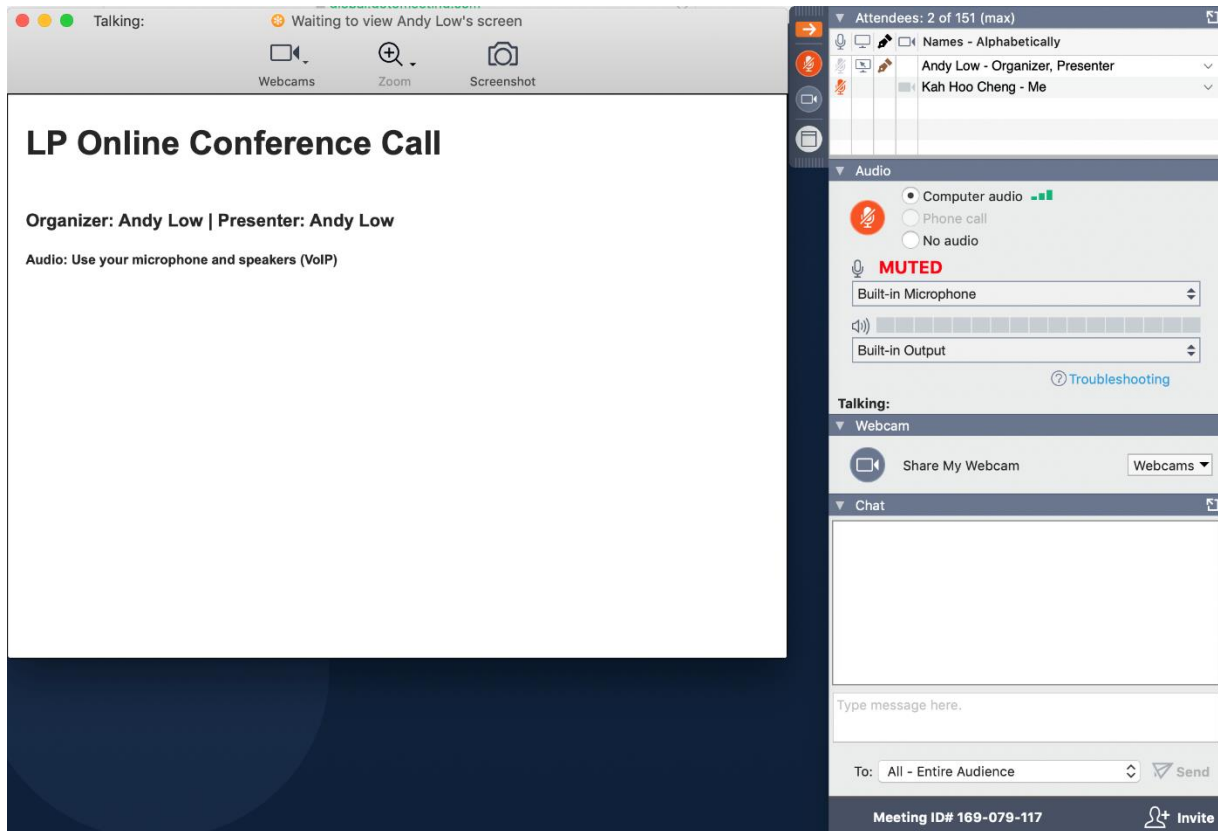


Figure 10: Actual Meeting interface

NOTICE: Things MUST do during the meeting.

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

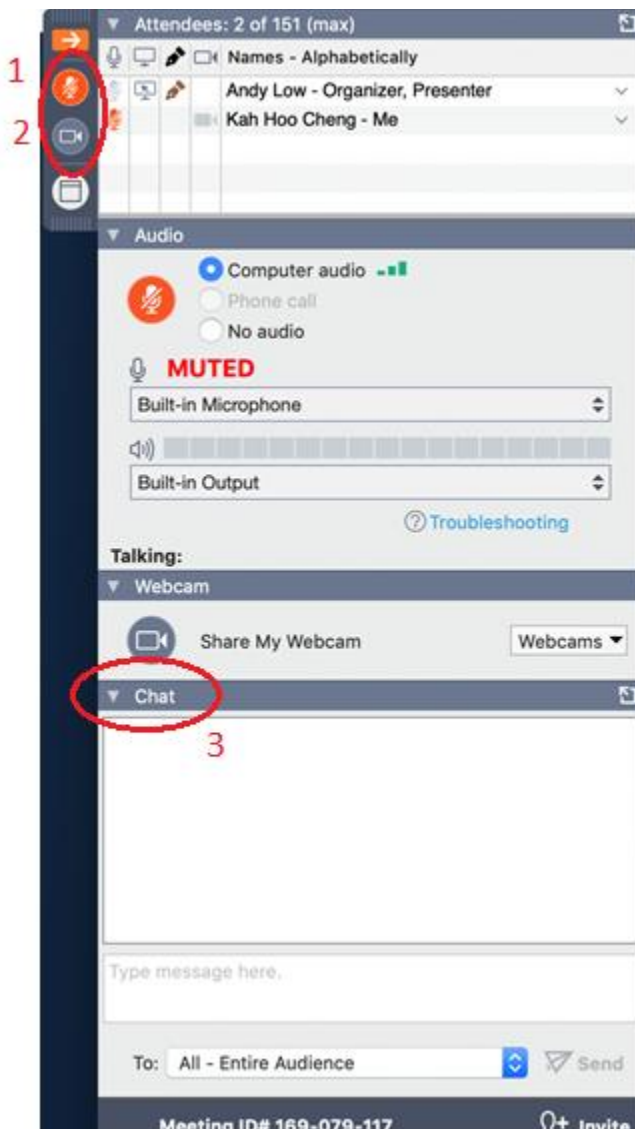


Figure 11: icon function

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

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

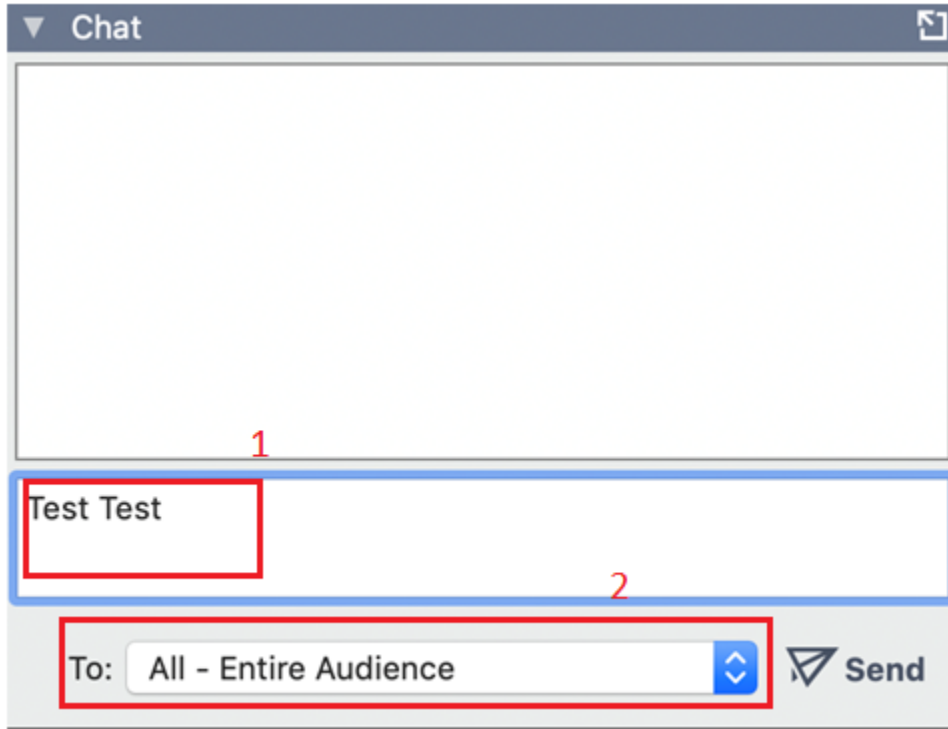


Figure 12: Chat system

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