

## How to Join a GoToMeeting

1. Please join the **September 28, 2020 Policy Board meeting from your computer, tablet or smartphone.** <https://global.gotomeeting.com/join/571683797>.

*If you get an error in your web browser indicating that it only works in Google Chrome, simply copy and paste the link above into your browser rather than click the link.*

**If you have used GoToMeeting before, you can skip to Step 3.**

2. **New to GoToMeeting?** If this is your first-time using GoToMeeting, you will be prompted to download the application, selecting **allow**, if a pop-up prompts you. We suggest joining the meeting 5-10 minutes early if downloading is required. This extra time will also allow you to test your connection.



- In Firefox, once you have downloaded the app, you may need to locate the downloaded file, called "GoToMeetingOpener.exe" and click to open it. To do this, in the top of your browser window, look for this icon ↓
- In Microsoft Edge or Google Chrome, you can select open in the pop-up below:

**This site is trying to open GoTo Opener.**

<https://global.gotomeeting.com> wants to open this application.

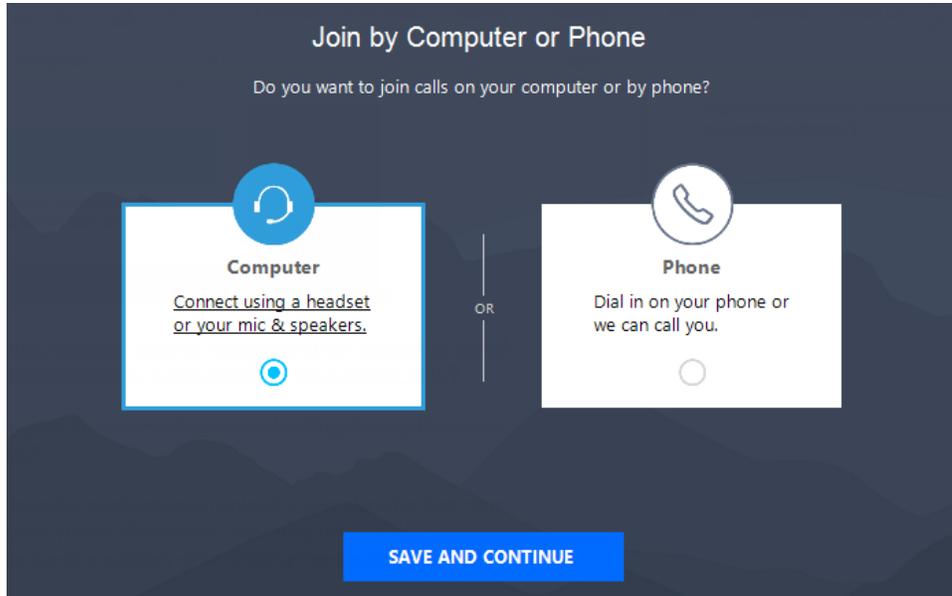
Always allow [global.gotomeeting.com](https://global.gotomeeting.com) to open links of this type in the associated app

Open

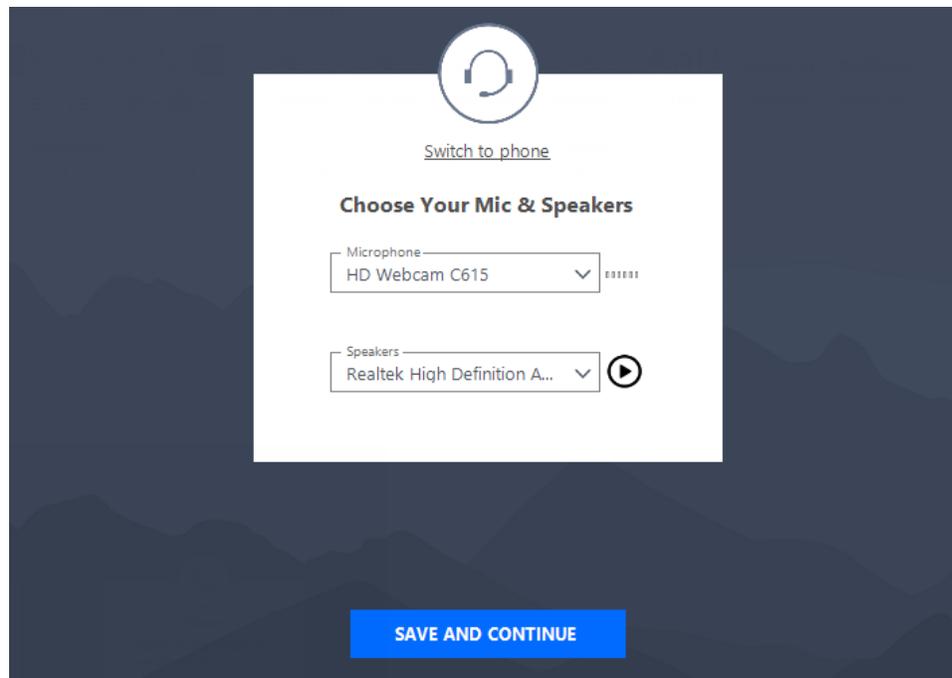
Cancel

You may also view the meeting in your browser without downloading the app if you are using the Google Chrome browser.

3. **Selecting audio source.** Once the application download is complete for first-time users, you will be prompted to select your audio source. Returning users will be prompted to select their audio source immediately after clicking the meeting link. Here are the audio source options:

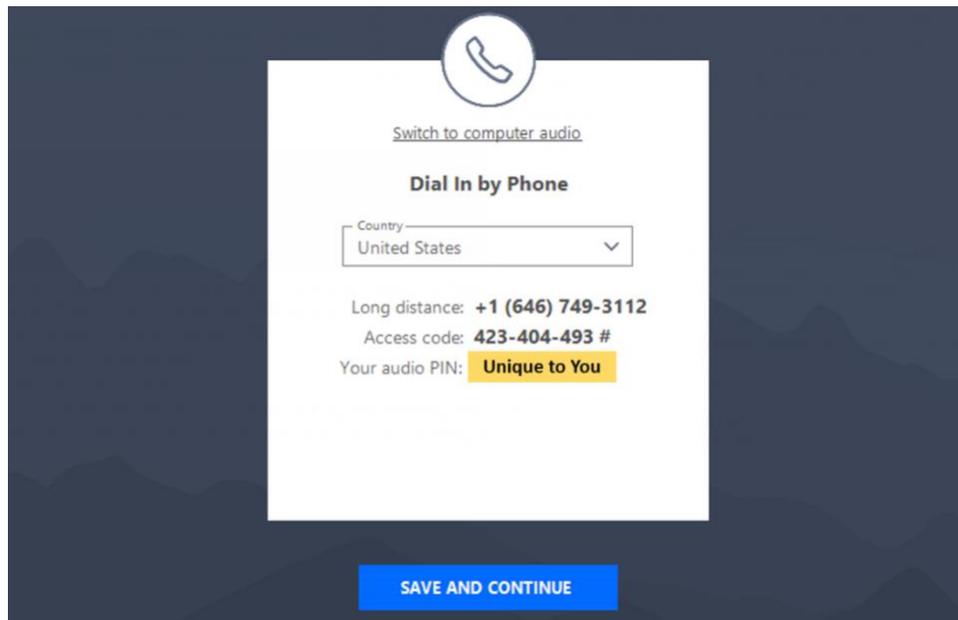


- a. **Computer audio:** this option is recommended if you have a computer with a built-in microphone.



- b. **Telephone audio:** this option is necessary if your computer does not have a built-in microphone. If you select this option, follow the steps below:

1. Dial using your phone: +1 (571) 317-3116 or Toll Free +1 (866) 899-4679
2. Enter access code: 571-683-797 #
3. Enter audio PIN: unique to you **IMPORTANT!**  
*This is a unique number provided to you after clicking the meeting link. If this step is missed, your audio source and computer will not sync, making it hard for others to identify you. If this step is missed, you will need to leave the meeting and rejoin.*



Switch to computer audio

**Dial In by Phone**

Country: United States

Long distance: +1 (646) 749-3112  
Access code: 423-404-493 #  
Your audio PIN: **Unique to You**

SAVE AND CONTINUE

**Be Prepared.** Click the link for a short video tutorial on how to join a meeting: <https://support.goto.com/meeting/help/how-to-join-a-meeting-g2m030001>.

Additionally, first-time users can get the app now and be ready when the first meeting starts: <https://global.gotomeeting.com/install/571683797>.