Join GoToMeetings via iOS

Instructions via Video:

https://www.youtube.com/watch?v=p-Af1TFEJtM

https://www.youtube.com/watch?v=HfEiV7exje4

https://www.youtube.com/watch?v=KMlaqRevXAA

https://www.youtube.com/watch?v=8Jd0NXVwUfA

Install the GoToMeeting app for iOS:

Go to https://itunes.apple.com/us/app/gotomeeting/id1239774423 or the **Apple App store** to install GoToMeetings. If you are an organizer, you can also use the app to schedule, manage and start meetings.

Join a session:

Join a session in any of the following ways:

➢ Tap the Join URL of the session (in your Email app, Message app, etc) to automatically launch the app.

➢ Open the app, tap **Join a Webinar** in the bottom toolbar, enter the session ID and tap **Join**.

➢ Open the app and tap the desired session listed on the Join a Webinar screen (if you have the app connected to your calendar.

➢ You will then be automatically launched into session!

View upcoming sessions (sync your calendar to the app):

The iOS app can check the calendar app on your device and show you all sessions that are coming up! All you need to do is allow the GoToMeeting app access to your calendar.

➢ On the Join a Meeting screen, tap **Connect to your calendar**.

➢ When prompted, tap **OK**. This will allow the app to access your device's calendar and pull information about upcoming sessions.

➢ Add upcoming sessions to the app:
➢ From that point, any event in your iCal that includes a session Join URL will be automatically listed in the GoToMeeting app.

Be notified of an upcoming meeting:

➢ Set up meeting reminders and never be late to a meeting again! Once enabled, you will receive notifications via badges, banners or alerts (depending on your phone's Setting preferences).

1) Tap the Settings icon in the bottom toolbar and tap **Remind Me**.

2) Choose to be reminded 1, 5 or 10 (or all three) minutes before the meeting.

3) You will be launched directly into your meeting if you swipe right on the notification.

Mute and unmute yourself:

➢ Tap the Mic icon in the toolbar at the top. The icon will turn gray when muted and orange when unmuted.

Additional features:

Chat with others: You can send chat messages to everyone in the meeting, only the organizers or to a single attendee by tapping the Chat icon in the toolbar. Specify who you'd like to send a chat to, enter a message and then tap **Send**.

View and rearrange panelist's webcams : You can filter the shared webcams by tapping the Webcam icon in the upper toolbar. Select one of the following views:

- o **All**: All webcams will be displayed at the top of your screen. You can re-size the webcams by clicking and dragging the re-sizing bar.

- o **Talking**: Only the webcam of the panelists who are currently speaking will be shown at the bottom of your screen.

- o **None**: All shared webcams will be hidden