**Ontario Land Tribunal**

# How to join a 🌸 GoToMeeting

## You can join GoToMeeting through the Outlook invitation

**1** Locate the link in the Outlook invitation.

**2** Click the link and accept permissions if asked. Gotomeeting will prompt you to make a selection on how you would like to join the meeting (either through the app or through the web).

New Meeting
Wed, Jun 30, 2021 3:30 PM - 4:00 PM (PDT)

**Please join my meeting from your computer, tablet or smartphone.**
https://global.gotomeeting.com/join/195151301 ⟵

**You can also dial in using your phone.**
United States (Toll Free): 1 877 309 2073
United States: +1 (571) 317-3129

**Access Code:** 195-151-301

## Tips for a successful meeting

- For more information, please view this brief instructional video.

- If you have difficulty joining via the link visit https://app.gotomeeting.com/ and enter the 9-digit access code located in the email.

- If you wish to install the app, follow this link: https://global.gotomeeting.com/install.

- Once installed, each time you click on a meeting link, GoToMeeing will ask if you want the app to take over. Select "Open GoToMeeting" and you will go through the process of joining the meeting.

- Enter the meeting with your mic muted and camera off. Others might already be engaged in conversation.

- During the meeting, please keep your mic muted unless you need to speak.

- Information on key navigational controls can be found on page 2 of this guide.

- If you experience any issues, please contact us at (416) 212-6349 or (toll free (866) 448 2248) or at OLT.General.Inquiry@ontario.ca.

# How to navigate a 🌸 GoToMeeting

**Open chat**

**See list of participants**

**Camera and audio settings**

GoToMeeting also allows the videofeed to focus solely on a participant who is currently speaking

At the bottom of your screen you can tur your microphone and camera on/off

Green indicates device is on. Grey indicates device is off

GoToMeeting allows you to view every participant in the meeting simultaneously. At the top dropdown menu, select "Everyone"

You have the option to share your entire screen or single applications you have currently open

GoToMeeting ▼  ● REC

SPS Team 2's Meeting

View Who's Talking
View Everyone

View
✓ Everyone
Who's Talking
Active Cameras
Hide Everyone

Mic  Camera  Screen  Leave

**Ontario Land Tribunal**