

How to use GoToMeeting (Meeting Organizer Role)

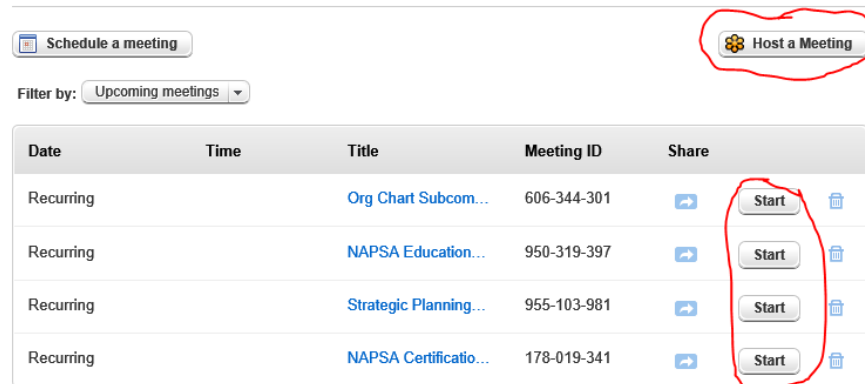
1. Point your browser to <https://global.gotomeeting.com>
2. Use the following to login (do not cut & paste from this document). The password is case-sensitive.


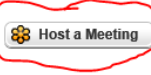
Username – **info@napsa-now.org**

Password – **Nap\$aGTM13**













3. Once logged in, either click the “Start” button that corresponds to your committee meeting, or click the “Host a Meeting” button for an impromptu/unscheduled meeting.

My Meetings



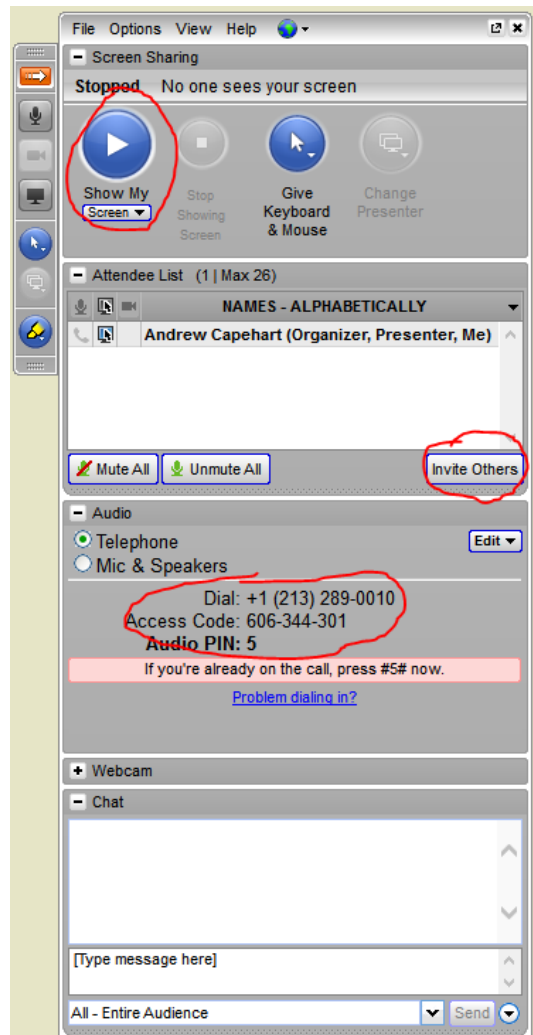
 Schedule a meeting 

Filter by: Upcoming meetings ▾

| Date | Time | Title | Meeting ID | Share | |
|-----------|------|-----------------------|-------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Recurring | | Org Chart Subcom... | 606-344-301 |  |   |
| Recurring | | NAPSA Education... | 950-319-397 |  |   |
| Recurring | | Strategic Planning... | 955-103-981 |  |   |
| Recurring | | NAPSA Certificatio... | 178-019-341 |  |   |

4. Your computer may begin downloading a small program. Grant permission to install if this occurs.

5. Once you see the GoToMeeting control panel (below), the meeting has begun. The control panel contains the dial-in number and access code. If the meeting is a recurring one for your committee, the phone number and access code will be the same that you have always used. If the meeting is unscheduled/impromptu, you will need to click the “Invite Others” button, copy the information displayed, and email it to your meeting participants.



6. Finally, to share your screen with meeting participants, click the blue “Show My Screen” button (circled above) and your screen will be broadcast to the other attendees.

NOTE – If you wish to make a meeting participant the presenter during your meeting, right-click their name in the “NAMES” list of attendees and choose the “Make Presenter” option. You may change the presenter to anyone (including yourself again) during the meeting. This can be done as many times as necessary.