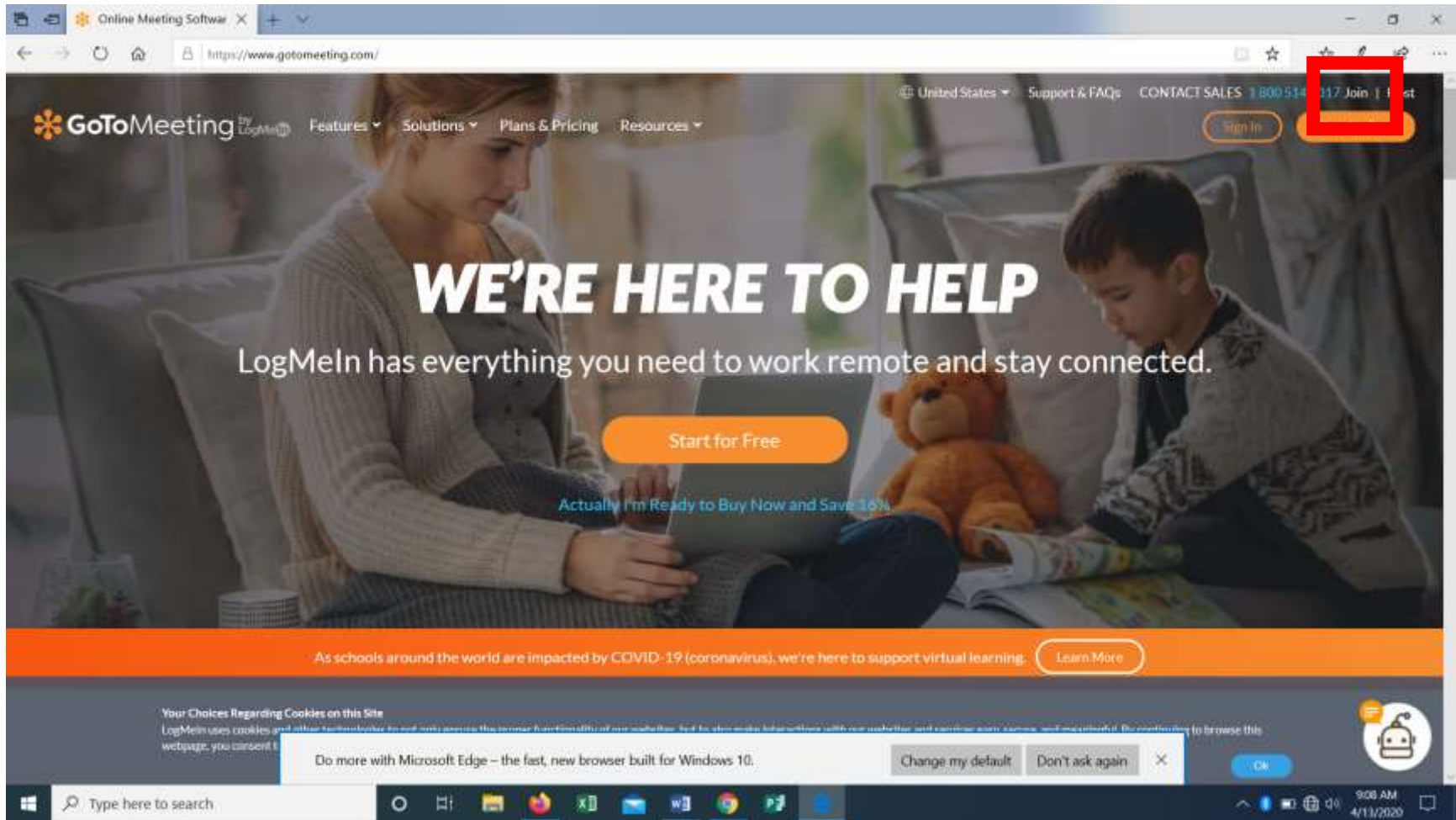Step 1: Go to www.gotomeeting.com. Click "Join" in the upper right corner.

Step 2: Enter the Meeting ID and Press "Join."

Step 3: A Launch Application Box will pop up. Make sure GoTo Opener is highlighted and click "Open link."
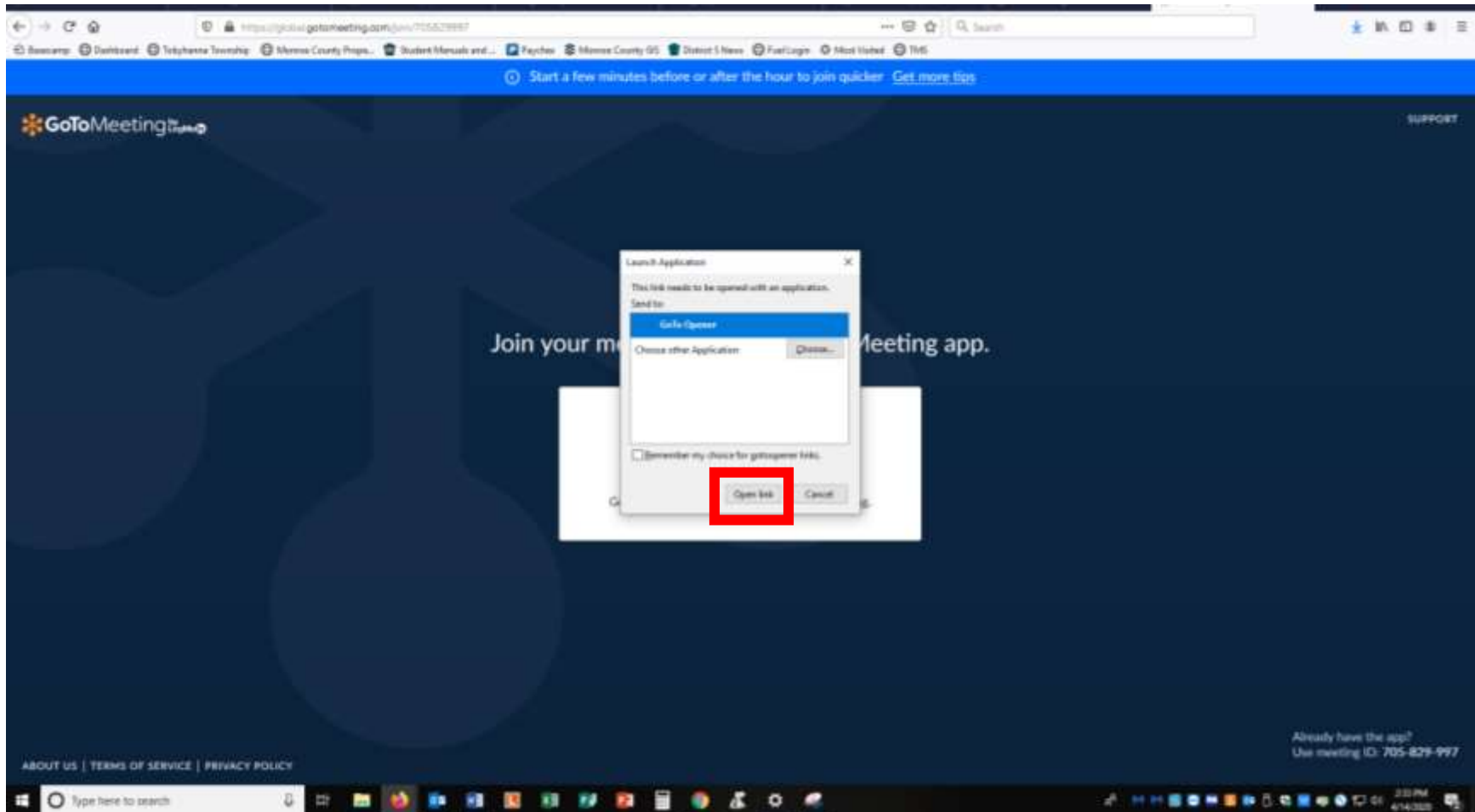
Step 4: The program will download, and then this screen will appear. If you need to edit your name, click the grey pencil. Remember, we need your full first and last name if you want to make any public comment. Click "OKAY, I'M READY" when done.
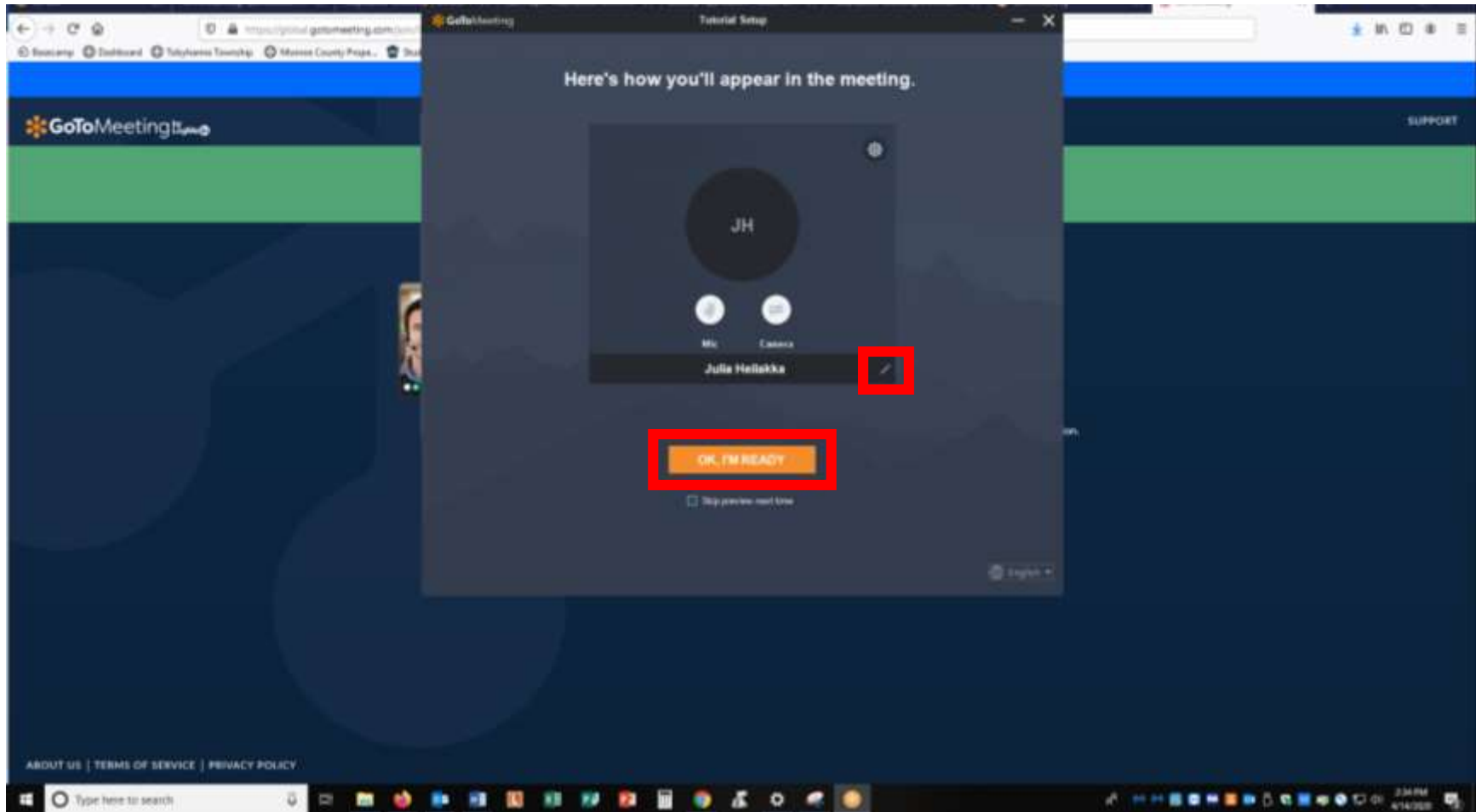
Step 5: You have joined the meeting! You are automatically muted when you join. If you need to make a public comment, click the "Mic" button to unmute yourself. If you aren't speaking, please stay muted to help reduce background noise.

You will start the meeting muted.

Please be sure to stay muted unless you need to make public comment to reduce background noise.