



GoToMeeting Features



Before a Meeting

For You	For Attendees
<p>You can start a meeting instantly from either a PC or a Mac by clicking "Meet Now." You can also schedule a meeting in advance or create a recurring meeting that is ready to use at any time.</p> <ul style="list-style-type: none"> • Instant meetings with a single click • One-time scheduled meetings • Recurring meetings 	<p>Joining a meeting is easy - from either a PC or a Mac. Attendees simply click the meeting link you provide by email or instant message, or enter a meeting ID you give them over the phone. While joining, attendees choose whether to conference in via phone or their computer's microphone and speakers.</p>

During Your Meeting

For You	For Attendees
<p>As the meeting organizer you can share either your whole screen or choose to just show a specific application. Record your meeting sessions - including all phone and microphone audio - for future review and reuse. Interact on the screen using the pen, highlighter, arrow and spotlight tools.</p> <ul style="list-style-type: none"> • Audio conferencing via phone and computer • Full desktop sharing • Specific application sharing • Recording • Invite others on the fly • Instantly change presenters • Transfer keyboard and mouse control • Drawing tools • Multiple monitor support • Mac and PC support • Chat 	<p>Attendees see what you show them. You can work together by sharing keyboard and mouse control or see each other's work by changing presenters.</p> <ul style="list-style-type: none"> • Audio via phone and computer • Cooperatively edit documents on screen • Mac and PC support • View meetings on an iPad • Chat