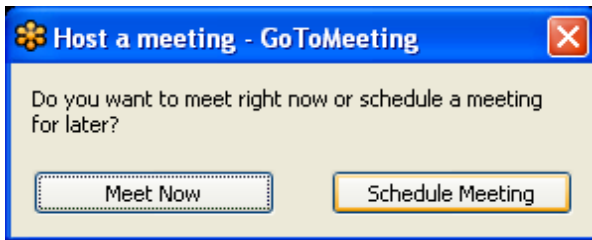


# GoToMeeting – How to Schedule

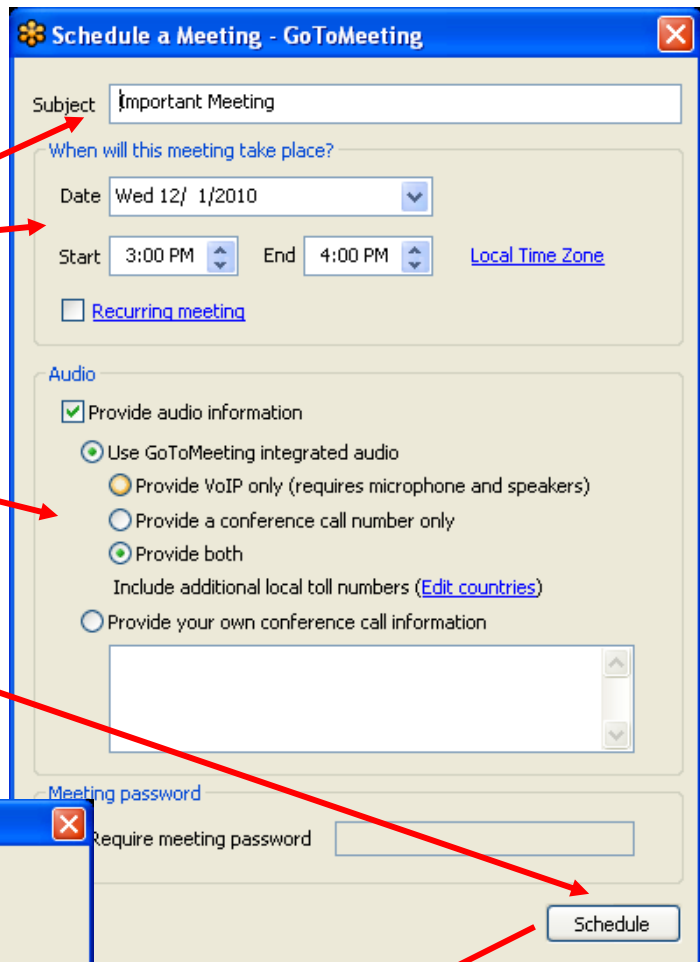


Double-click the GoToMeeting icon on your desktop.



To schedule a meeting to occur at a later date, choose Schedule Meeting.

Fill in the Meeting name, date and time

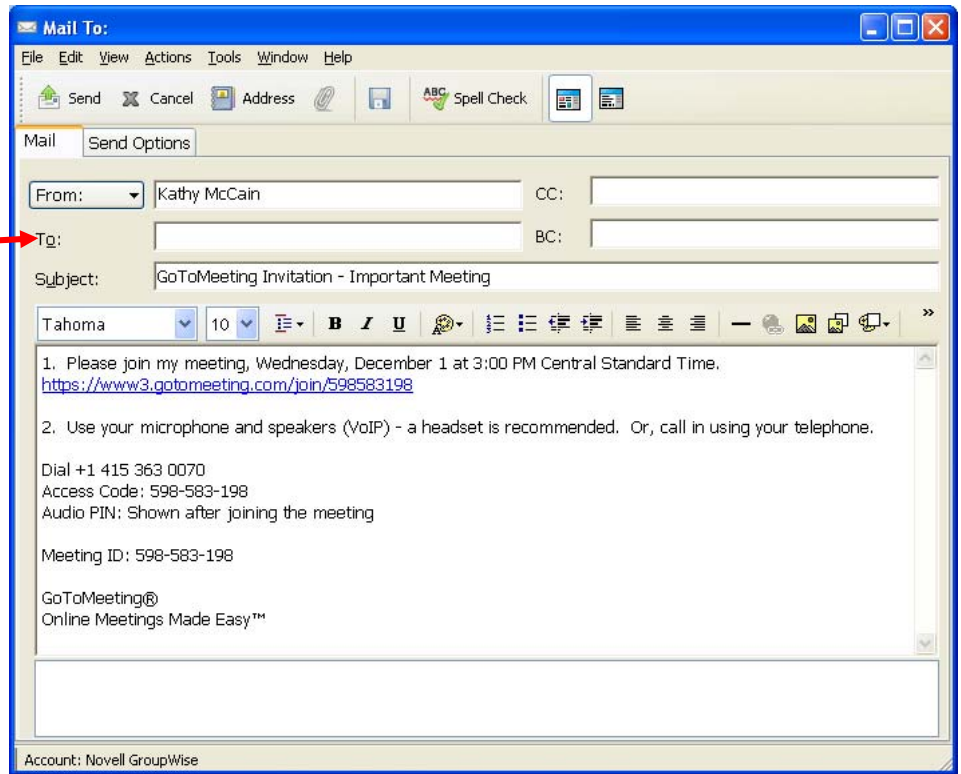


Audio options

Click Schedule



Fill in the names of the participants and send your message

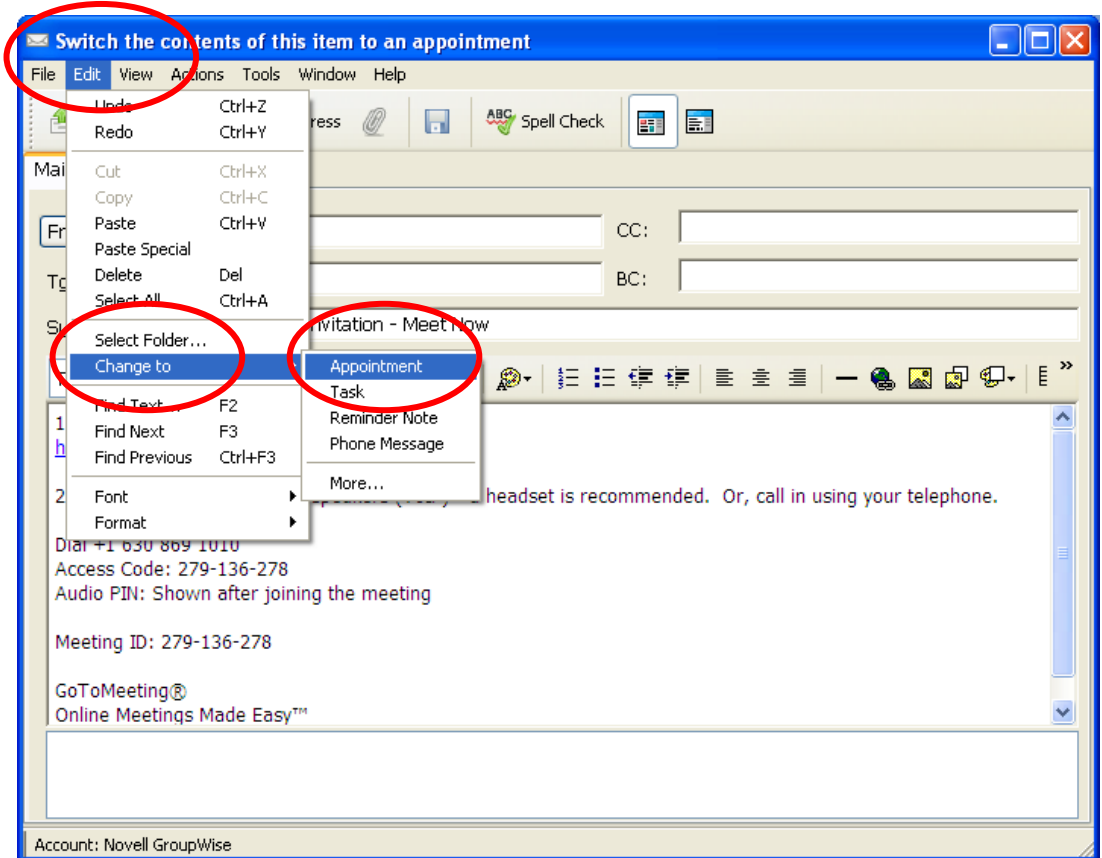


**NOTE:**  
If you change this email message into an appointment request, this meeting will show up on your participants' GroupWise Calendars

To change to an Appointment, click on the Edit pulldown menu

select Change to

select Appointment



Appointment To: Emily Testing; Raven McCain

File Edit View Actions Tools Window Help

Send Cancel Address Busy Search Spell Check

Appointment Send Options

From: Kathy McCain CC:

To: Emily Testing; Raven McCain BC:

Place: YOUR OWN OFFICE!

Start date: 12/1/2010 3:00 PM  All Day Event

Duration: 1 Hour  Busy

Subject: GoToMeeting Invitation - Important Meeting

Tahoma 10 B I U

1. Please join my meeting, Wednesday, December 1 at 3:00 PM Central Standard Time.  
<https://www3.gotomeeting.com/join/598583198>

2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

Dial +1 415 363 0070  
Access Code: 598-583-198  
Audio PIN: Shown after joining the meeting

Meeting ID: 598-583-198

GoToMeeting®  
Online Meetings Made Easy™

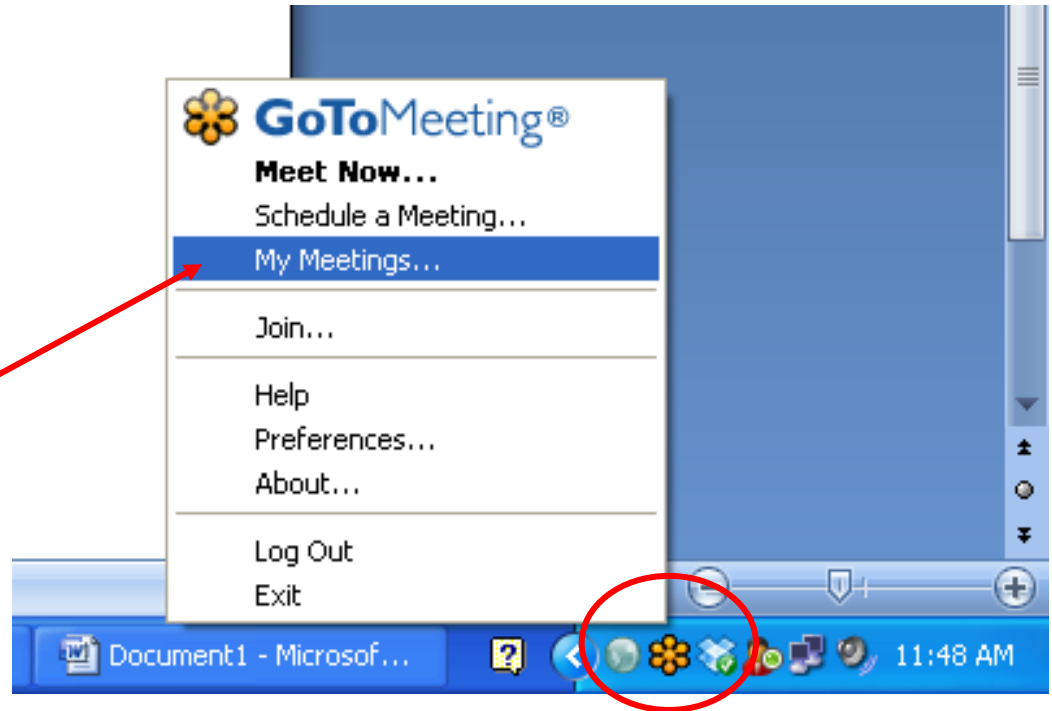
Account: Novell GroupWise, Folder: Calendar

Fill in your participants' email address(es)

Change the Start date and time to match your meeting date and time

Send your appointment request

To view your scheduled meetings, right-click the GoToMeeting icon on your task bar and select My Meetings...



Here is your list of scheduled meetings.

Click the Start button to start your meeting.

