Go to Meeting

Conference Calls

To Begin

1. Launch Web Browser
2. Enter the url http://gotomeeting.co.uk/
3. Select the **Sign In** button from the right hand side of the page
4. The Logon screen appears
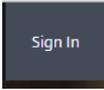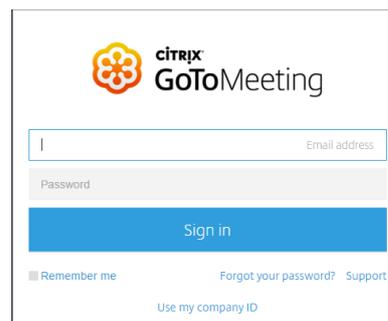
Credentials are:

email address is: Practice.Management@swansea.gov.uk
password is: LegalComms1

Note: there is only one "Go To Meeting" licence, therefore please check on the GoTo Meeting home page the list of meetings (if there are any) that have already been scheduled to ensure you do not create an overlapping meeting

5. Click on the button **Schedule a meeting**
6. The Options Window for the meeting appears change details as required

- Change **New Meeting text** to the following format

  Your name, nature of meeting
- Select appropriate Date, start time, duration (ignore rest of screen)
- Click on Save

Next Step – Inviting attendees

The Invite people dialog box appears click on the Copy button

1. Open your outlook calendar
2. Create the meeting request for the date, time and duration you selected in **GoToMeeting**
3. Invite attendees
4. Paste in the above Invite people details into the appointment
5. Send the request

Editing Conference details

1. This must be carried out in GoToMeeting and not in your outlook calendar.
2. Log in as standard procedure, the home page will display lists of schedule meetings,
3. Hover over your meeting and select Edit (Pen icon), amend the details as necessary and copy the information once more and paste into the outlook appointment
4. Update and Send

Starting the Conference

Please check before you start if there is a conference call scheduled after your conference, you will have to ensure you terminate your conference before the next one is due to start as it will not automatically cease.

1. At the appropriate date and time dial the telephone number in the meeting details you were sent through
2. Follow the operators instructions, you will hear a beep to show you are logged in

---

Child Care Legal Web / Audio Conferencing Important Details

The following instructions are for child care staff using GoToMeeting for LGM conference calls based in our Media room. You need to be using the equipment within the media room for these instructions to be relevant.

➢ Turn on the TV before any other equipment; make sure that the TV is using the AV source HDMI 1.

➢ Turn on the laptop, you will need to unlock the laptop (grey screen) with the password: user

➢ The next screen you need to login with user: presentation and password: Swansea*1

➢ Use app on desktop GoToMeeting, it should log you in automatically.

➢ If for some reason app doesn't work go to:-

www.gotomeeting .com and either host a meeting or join a meeting.

- Log in details: practice.management@swansea.gov.uk
  Password   LegalComms1 (case sensitive)#

- Audio problems?   run sound check

- Check you are not muted in sound settings

- Still no sound?   Mute the tv and audio in the web conference and use the conference phone to dial someone's mobile phone who is in the meeting so they can put you on speaker phone. To stop echo make sure
  you and the other side have muted the sound on the tv / laptop.

- Our conference phone?   01792 637652
  To dial out, turn it on and just press 9 for outside line.

- Cant see your screen?   Click share my webcam

- Problems?:   Andrew Morris – 01792 637154