

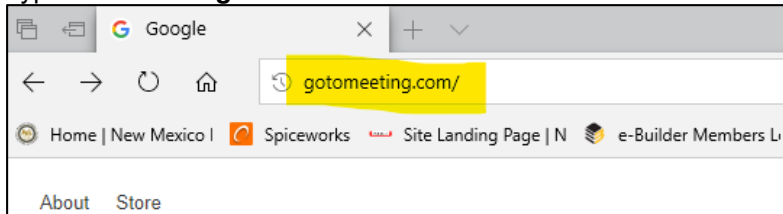
GoToMeeting GTM

Procedure: How to schedule GoToMeeting (GTM)

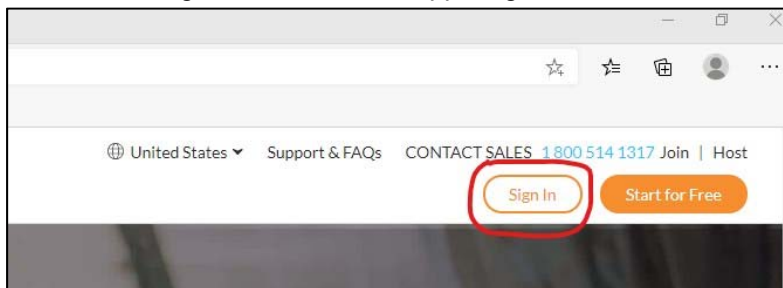
Last Updated/By: 04/21/2020, Jg

Open browser (MS Edge or Chrome).

Type **gotomeeting.com** in the address bar and hit "Enter"



Click on the "Sign In" button on the upper right corner.



Main

Enter "Email address" = gtm1@nmpsfa.org

Enter "Password" = AdobeNow1

Secondary

Enter "Email address" = gtm2@nmpsfa.org

Enter "Password" = AdobeNow2

BDCP

Enter "Email address" = gtm3@nmpsfa.org

Enter "Password" = !AdobeNow3



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C:\Users\jgauna\Downloads\How to schedule GoToMeeting (GTM).docx

GoToMeeting GTM

Click on “Create Meeting”



On the pop-up window, fill out the following fields:

Meeting Name (description of meeting)

*** Please add your initials to the end of the meeting name**

When (Date)

Start Time

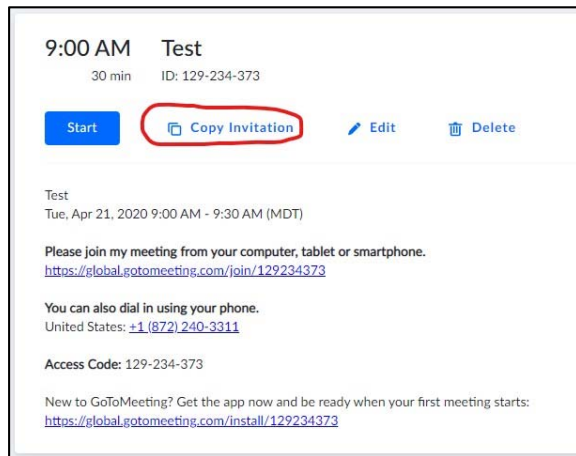
Duration (meetings can last longer if needed)

Click “Save” and a new window will pop up.

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GoToMeeting GTM

Click on “Copy Invitation” and paste in an email to send to other parties.



All attendees will call in to the same number and use the same code.

Below is an example of the information to send to other parties:

Test

Tue, Aug 13, 2019 4:00 PM - 4:30 PM MDT

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/571918405>

You can also dial in using your phone.

United States: **+1 (224) 501-3412**

Access Code: 571-918-405

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/571918405>
