

Scheduling a Meeting on Citrix GotoMeeting

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UABSOE Instructional Design and Development Graduate Program

Goal

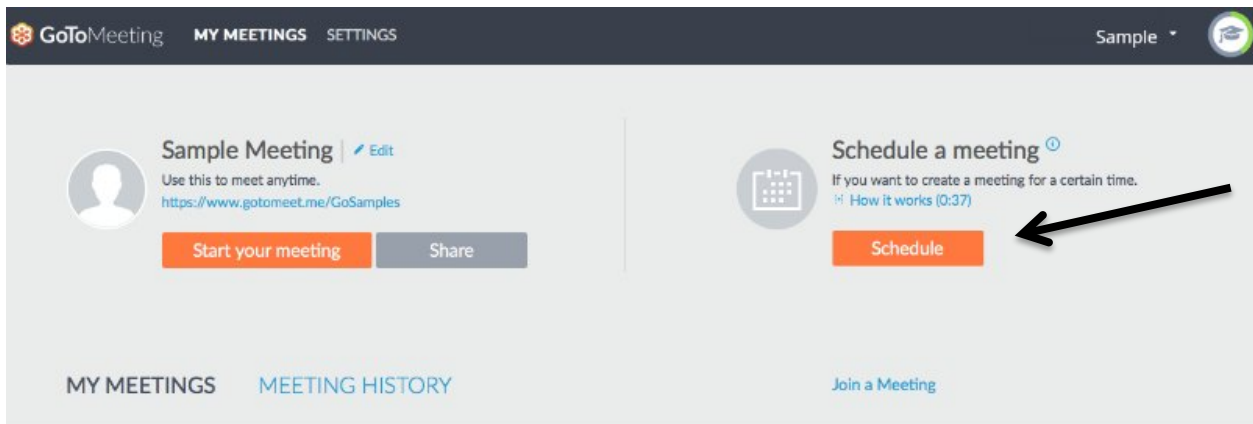
At the completion of this job, the learner will be able to schedule a meeting on Citrix Go-to-Meeting.

Step 1

To begin, log in at [GotoMeeting.com \(Login Page\)](https://www.gotomeet.com)

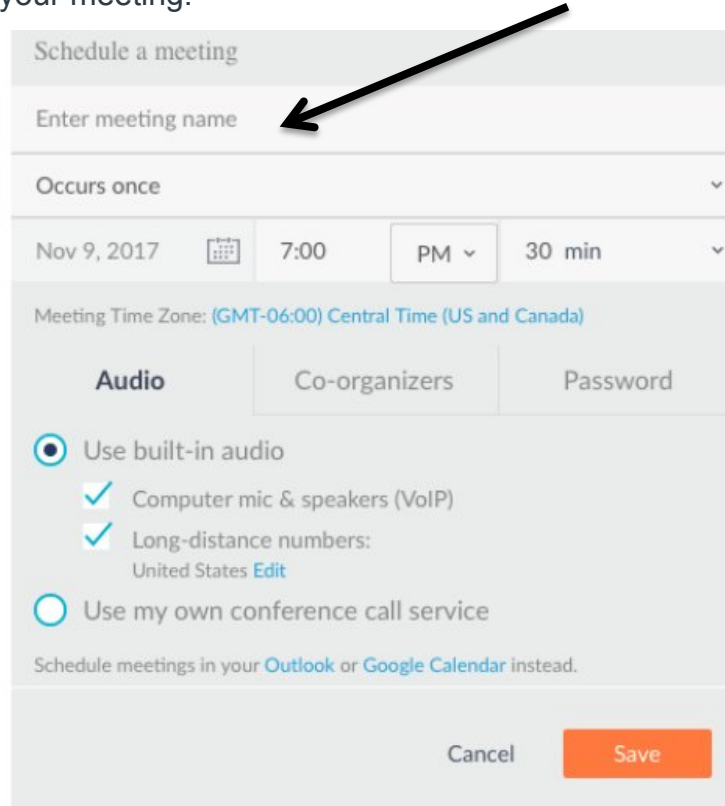
Step 2

Click on the “schedule” button.



Step 3

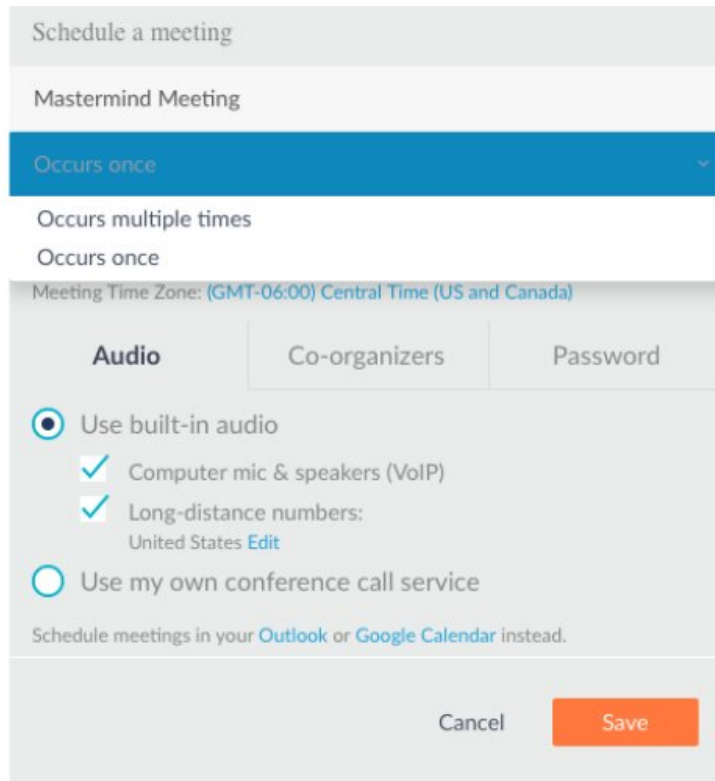
Enter a name for your meeting.



The screenshot shows the 'Schedule a meeting' dialog box in Citrix GotoMeeting. At the top, there is a header 'Schedule a meeting'. Below it is a text input field labeled 'Enter meeting name', which is highlighted by a black arrow. Underneath is a dropdown menu set to 'Occurs once'. The date is 'Nov 9, 2017', the time is '7:00', the period is 'PM', and the duration is '30 min'. Below these fields, the 'Meeting Time Zone' is '(GMT-06:00) Central Time (US and Canada)'. There are three tabs: 'Audio', 'Co-organizers', and 'Password'. The 'Audio' tab is selected, showing two options: 'Use built-in audio' (selected with a radio button) and 'Use my own conference call service' (unselected). Under 'Use built-in audio', there are two checked checkboxes: 'Computer mic & speakers (VoIP)' and 'Long-distance numbers: United States' with an 'Edit' link. At the bottom, there are 'Cancel' and 'Save' buttons.

Step 4

Decide if you would like your meeting to occur once or multiple times (a recurring meeting is one that stays in your “My Meetings” list, for use any time, with the same meeting I.D. and call in numbers). Select “Occurs multiple times” for a recurring meeting or “Occurs once” for a one-time meeting.



The screenshot shows the 'Schedule a meeting' dialog box. At the top, there is a header 'Schedule a meeting' and a sub-header 'Mastermind Meeting'. Below this is a dropdown menu for recurrence, with 'Occurs once' selected and highlighted in blue. An arrow points to this selection. Below the dropdown are two more options: 'Occurs multiple times' and 'Occurs once'. Underneath is the 'Meeting Time Zone: (GMT-06:00) Central Time (US and Canada)'. There are three tabs: 'Audio', 'Co-organizers', and 'Password'. The 'Audio' tab is active, showing two radio button options: 'Use built-in audio' (selected) and 'Use my own conference call service'. Under 'Use built-in audio', there are two checked checkboxes: 'Computer mic & speakers (VoIP)' and 'Long-distance numbers: United States Edit'. At the bottom, there is a note: 'Schedule meetings in your Outlook or Google Calendar instead.' and two buttons: 'Cancel' and 'Save'.

Step 5

Select a date and time for your meeting. Your time zone will be auto-selected, but you may change that, too.

Schedule a meeting

Mastermind Meeting

Occurs once

Nov 20, 2017 1:00 PM 60 min

Meeting Time Zone: (GMT-06:00) Central Time (US and Canada)

Audio Co-organizers Password

Use built-in audio

- Computer mic & speakers (VoIP)
- Long-distance numbers: United States [Edit](#)

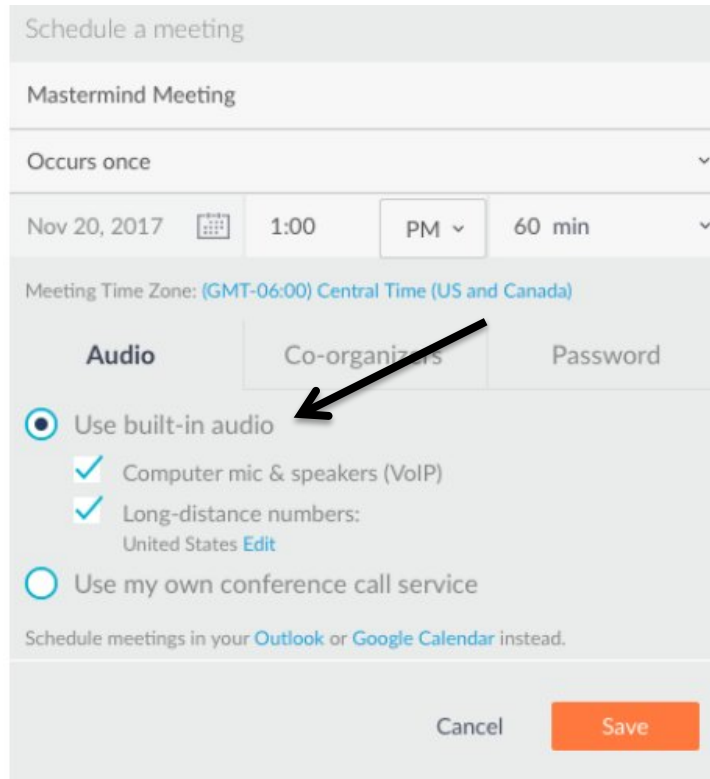
Use my own conference call service

Schedule meetings in your [Outlook](#) or [Google Calendar](#) instead.

Cancel Save

Step 6

Choose the audio options for your scheduled meeting.



Schedule a meeting

Mastermind Meeting

Occurs once

Nov 20, 2017 1:00 PM 60 min

Meeting Time Zone: (GMT-06:00) Central Time (US and Canada)

Audio Co-organizers Password

Use built-in audio

- Computer mic & speakers (VoIP)
- Long-distance numbers:
United States [Edit](#)

Use my own conference call service

Schedule meetings in your [Outlook](#) or [Google Calendar](#) instead.

Cancel Save

Step 7

Click the “save” button to complete the process.

Schedule a meeting

Mastermind Meeting

Occurs once

Nov 20, 2017 1:00 PM 60 min

Meeting Time Zone: (GMT-06:00) Central Time (US and Canada)

Audio Co-organizers Password

Use built-in audio

- Computer mic & speakers (VoIP)
- Long-distance numbers: United States [Edit](#)

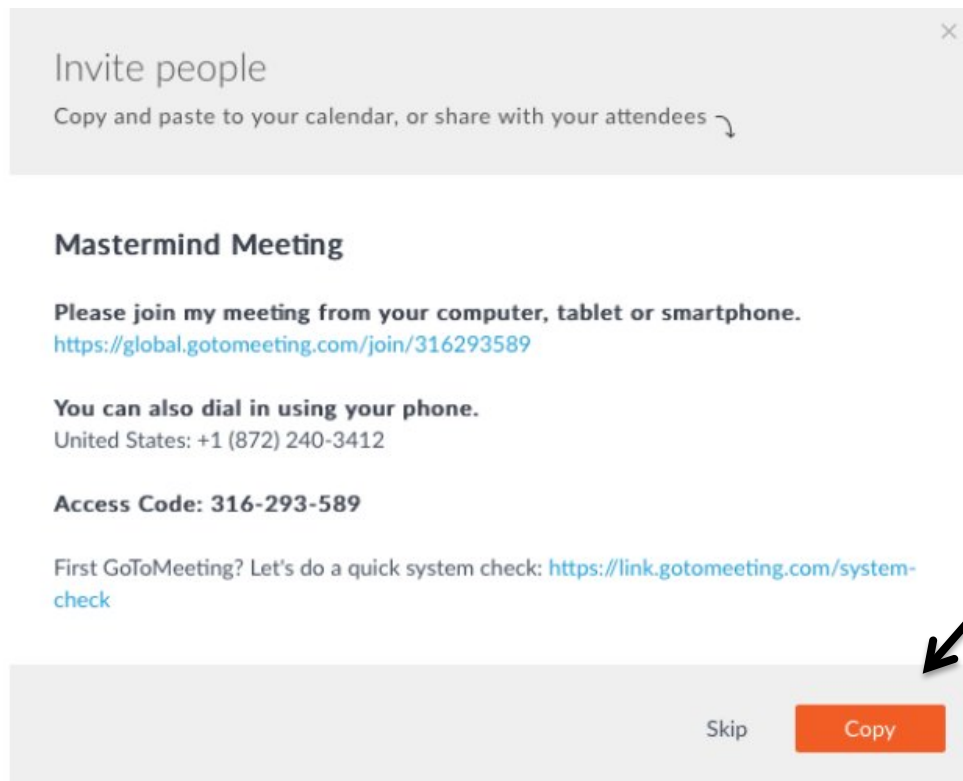
Use my own conference call service

Schedule meetings in your [Outlook](#) or [Google Calendar](#) instead.

Cancel Save

Step 8

View and/or copy and share your gotomeeting invitation to invite participants. When the time arrives for your meeting, you will need to use the same information to initiate and attend the meeting.



Invite people ×

Copy and paste to your calendar, or share with your attendees ↷

Mastermind Meeting

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/316293589>

You can also dial in using your phone.
United States: +1 (872) 240-3412

Access Code: 316-293-589

First GoToMeeting? Let's do a quick system check: <https://link.gotomeeting.com/system-check>

Skip Copy

Step 9

On your “My Meetings” page, you can see your scheduled meeting anytime. Here, you can start, share, edit or delete your meeting.

