

# Scheduling a Meeting on Citrix GotoMeeting

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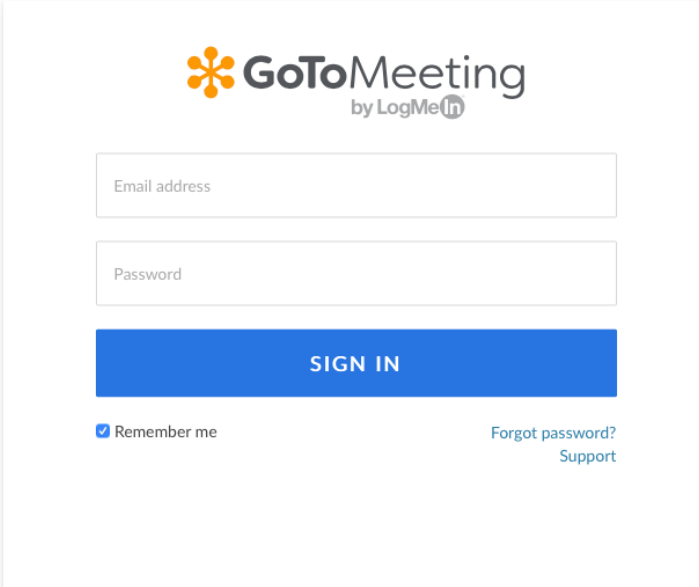
UABSOE Instructional Design and Development Graduate Program

## Goal

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

## Step 1

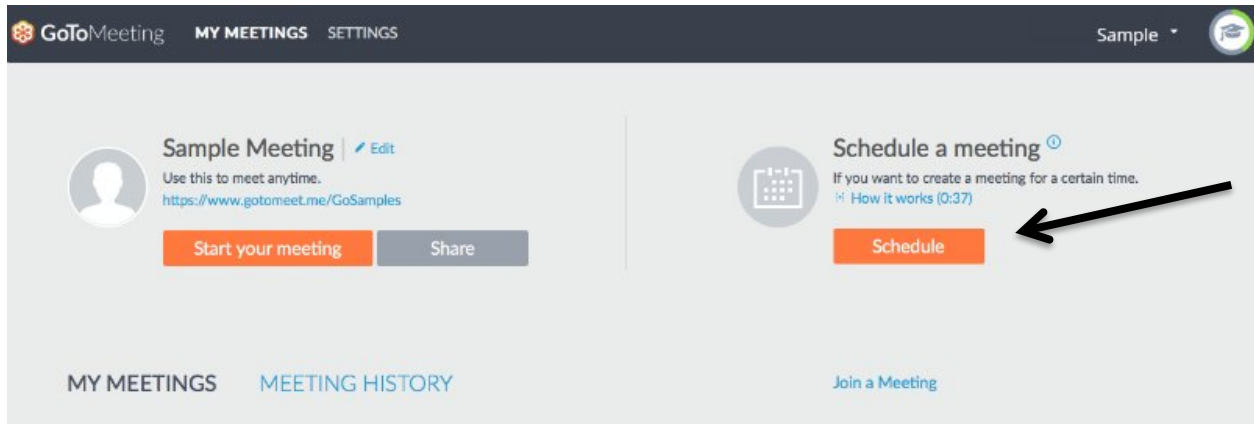
To begin, log in to your account at [GotoMeeting.com \(Login Page\)](https://gotomeeting.com) using your UAB credentials (enter your UAB BlazerID and password), which will bring you to your account.



The image shows the login page for GotoMeeting by LogMeIn. At the top center is the logo, which consists of an orange asterisk-like icon followed by the text "GoToMeeting" in a bold, sans-serif font, and "by LogMeIn" in a smaller font below it. Below the logo are two input fields: the first is labeled "Email address" and the second is labeled "Password". Below these fields is a prominent blue button with the text "SIGN IN" in white, uppercase letters. At the bottom left, there is a checked checkbox followed by the text "Remember me". At the bottom right, there are two links: "Forgot password?" and "Support", both in a smaller, blue font.

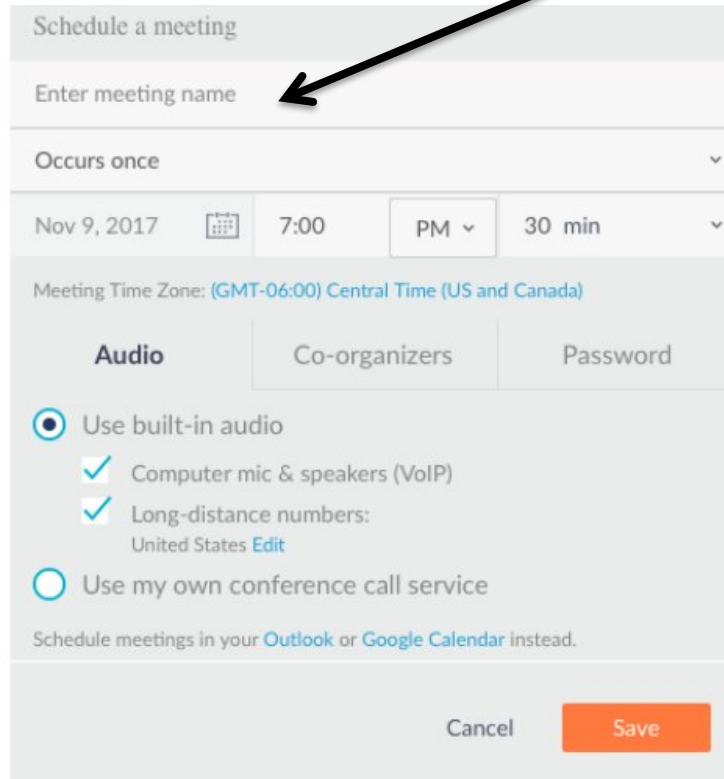
## Step 2

Click on the “schedule” button.



### Step 3

Enter a name for your meeting.



Schedule a meeting

Enter meeting name

Occurs once

Nov 9, 2017 7:00 PM 30 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](#)

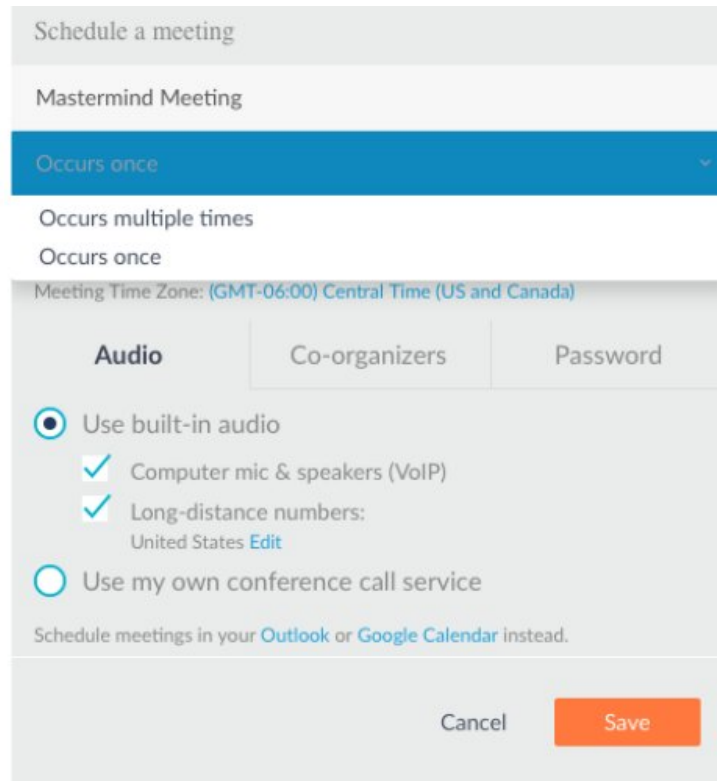
Use my own conference call service

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

Cancel Save

## Step 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, the meeting title is 'Mastermind Meeting'. Below the title, there are three radio button options for the meeting frequency: 'Occurs once' (which is selected and highlighted in blue), 'Occurs multiple times', and 'Occurs once'. A black arrow points to the 'Occurs once' option. Below the frequency options, the meeting time zone is set to '(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 of the dialog, there are 'Cancel' and 'Save' buttons.

## 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](#)

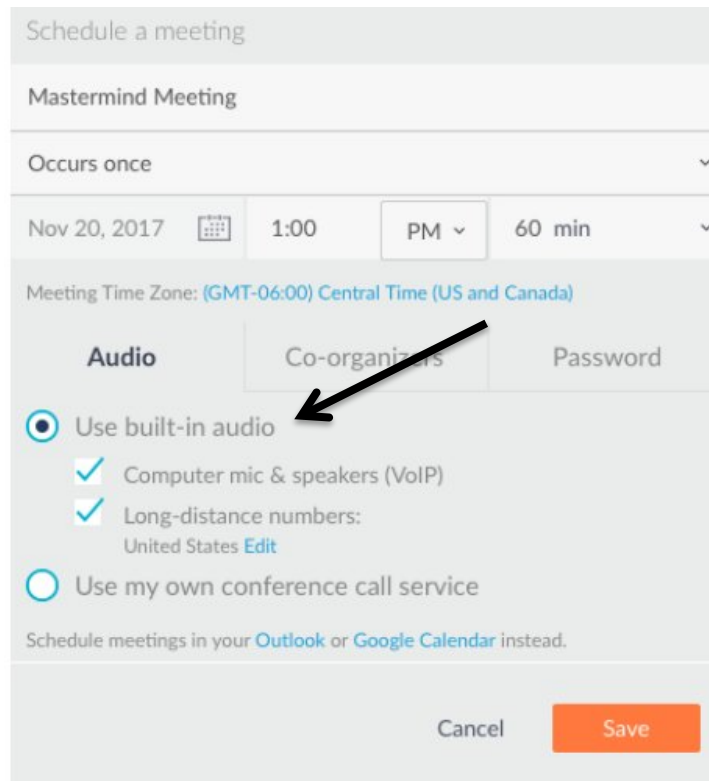
Use my own conference call service

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](#)

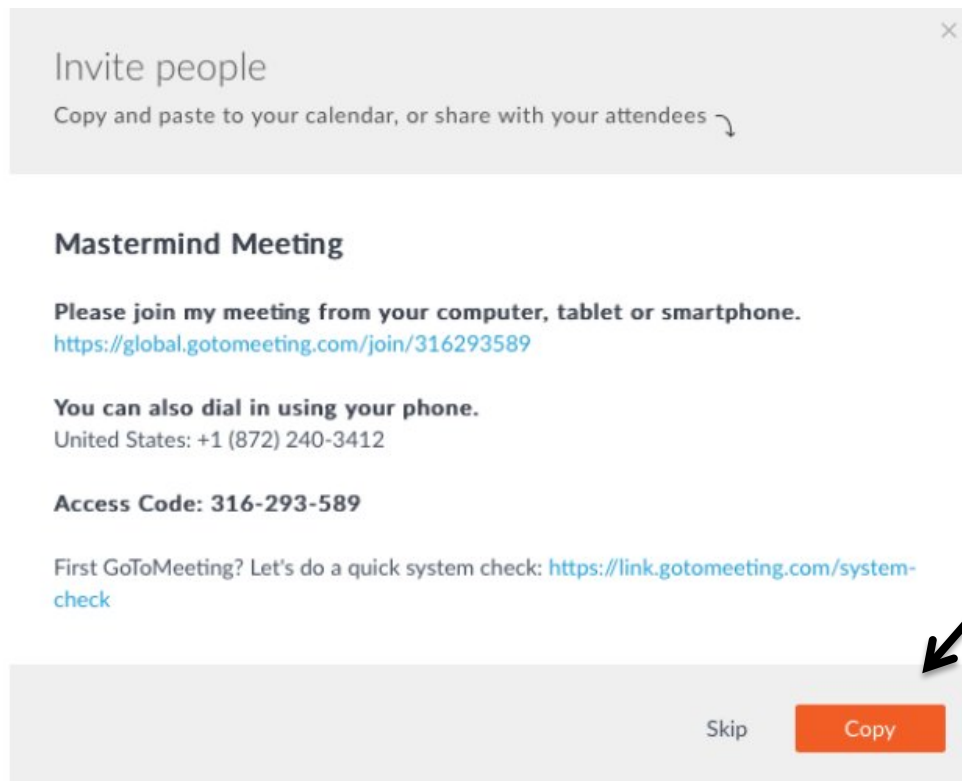
Use my own conference call service

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.

