



Audio Engineering Society, Inc.

INTERNATIONAL HEADQUARTERS

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AES GoToMeeting

Attendee Guide for Windows

Set up your audio

When you first join, you'll be prompted to choose which method you'd like to use to listen to the meeting audio.

- Select **Computer audio** to use your computer's mic and speakers.
- Select **Phone call** to use your telephone to dial in to the audio conference.

Once you're in the session, you will see your audio controls on the Audio tab. You can switch audio modes at any time.

Note: We strongly recommend that you use a headset microphone and **do not** use the default microphone on your computer or the speakerphone mode of your phone.

Test your mic and speakers ("Computer audio" only)

If you select computer audio, you can use the next screen to test your audio devices. Speak into the microphone to see the audio meter light up, and click **Test your sound** to hear a test sound play through your speakers. [Learn more.](#)

Enter your Audio PIN ("Phone call" audio only)

The Audio Pin is a unique code that lets GoToMeeting link your phone call with your GoToMeeting Control Panel. This allows you to mute and unmute yourself using the Audio button rather than your telephone keypad, and it also ensures other participants will be able to see when you are speaking. [Learn more.](#)

1. To learn your Audio PIN, check the Audio section of the Control Panel (in the desktop app).
2. When prompted, enter your Audio PIN using your telephone keypad. If you are already connected to session audio, enter a # before and after the PIN.



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Mute & unmute

Control your audio using the **Audio button** in your Control Panel or Grab Tab, which will glow green when you are unmuted and others can hear you. You'll see a Mic icon for Computer audio, or a Phone icon for phone-call audio.

You can also switch between Computer and Phone audio if needed by opening the Audio pane in the Control Panel.

Note: Most Computer audio users are muted by default when they first join. If you are muted, click the red **Audio button** so that it glows green.

Share your screen

If the meeting organizer grants you presenter permissions, then you can share your screen or even a specific application with the other attendees in the meeting. Use the **Screen button** in your Control Panel or Grab Tab to quickly start and stop sharing the screen of your main monitor once you have presenter controls.

» Open the **Screen tab** to see additional options:

- Use the **Start sharing my** drop-down menu to share a different monitor or even a specific application (such as Powerpoint).
- Use the **Change Presenter to** menu to transfer the presenter controls to another person.
- Use the **Share keyboard & mouse with** menu to allow other attendees to control the mouse and keyboard on the screen you are sharing.

Note: You will not see the presenter controls in your Screen pane unless you are made the presenter by an organizer or the current presenter. Once you are made presenter, the additional presenter controls will appear in your Control Panel.

Links

GoToMeeting Guide

<https://support.logmeininc.com/gotomeeting/attendee-user-guide>

GoToMeeting Video

<https://youtu.be/95dRdnMMgbQ>