

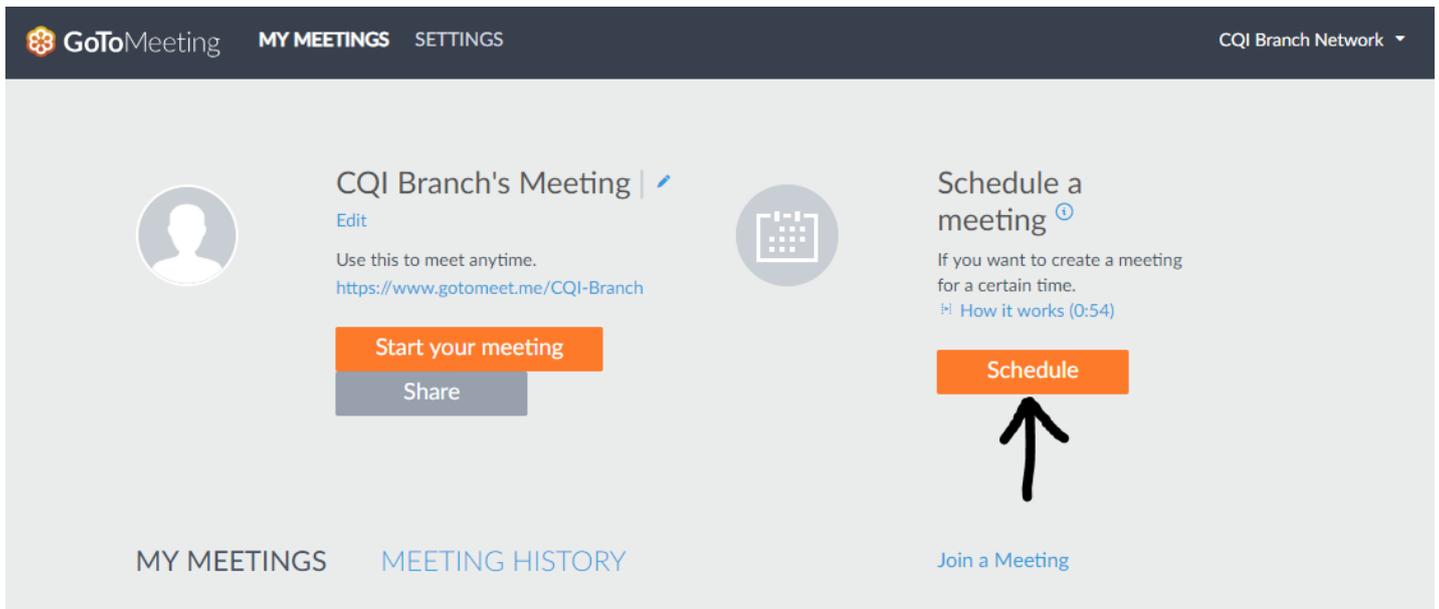
## Guide to Use GoToMeeting

You can access GoToMeeting here <https://www.gotomeeting.com>

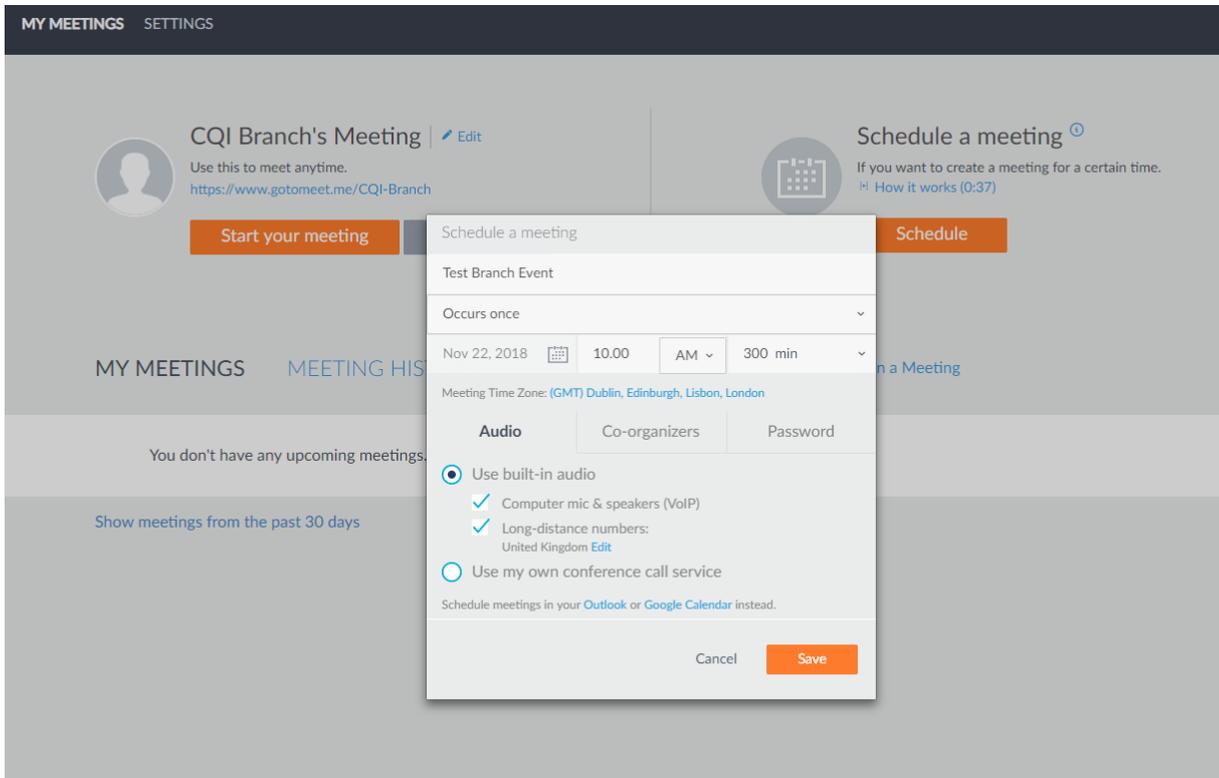
You will need to sign in and to get login details please email [sigs@quality.org](mailto:sigs@quality.org) and someone in the Professional Networks Team will send you the login details. You will also need to let them know when you need to use it so that they can check if anyone else is using it at the same time. If someone is, we will assign you with a different login.

## Setting up a Meeting

1. Once you have logged in you will see this screen.
  - Select Schedule

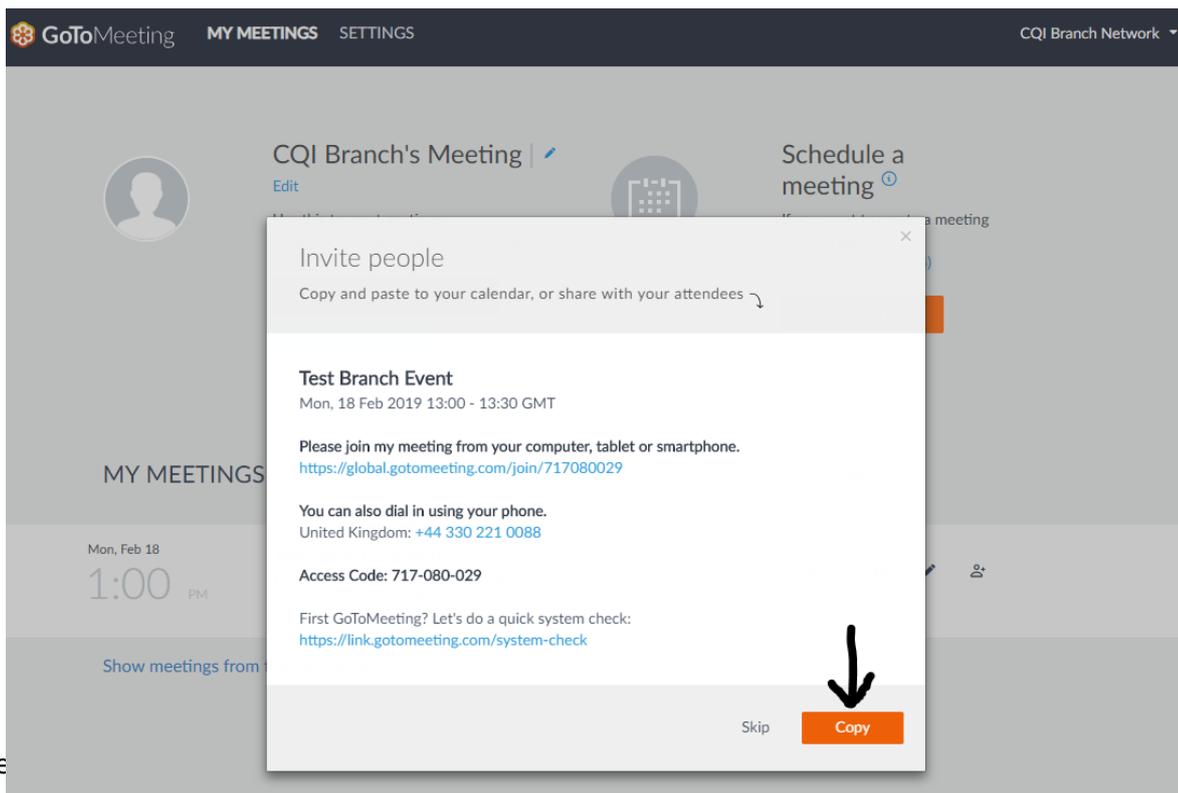


## 2. Fill in the form in the pop-up box with details of your meeting/event



## 3. Once you have pressed save the below pop up will appear

➤ Select copy and you can paste this link into the invite



## Starting The Meeting

1. Find your event in the list
  - Select start

The screenshot shows the GoToMeeting web interface. At the top, there's a navigation bar with 'GoToMeeting', 'MY MEETINGS', and 'SETTINGS'. On the right, it says 'CQI Branch Network'. The main area features a profile card for 'CQI Branch's Meeting' with a 'Start your meeting' button and a 'Share' button. To the right is a 'Schedule a meeting' section with a 'Schedule' button. Below these are tabs for 'MY MEETINGS' and 'MEETING HISTORY', and a 'Join a Meeting' link. A list of meetings is shown below, with the first one being 'Test Branch Event' on 'Mon, Feb 18' at '1:00 PM'. The event details include '1:00 PM - 1:30 PM Greenwich Mean Time' and 'Organizers: CQI Branch Network'. A 'Start' button with a play icon is visible next to the event, with a black arrow pointing to it. Below the list is a link to 'Show meetings from the past 30 days'.

2. The below pop-up will open and select 'Open GoTo Opener'

The screenshot shows a modal dialog box titled 'Open GoTo Opener?'. It contains a checkbox labeled 'Always open these types of links in the associated app' which is currently unchecked. At the bottom of the dialog are two buttons: 'Open GoTo Opener' and 'Cancel'. A black arrow points to the 'Open GoTo Opener' button. The background shows a blurred view of a web browser window.

3. This is what your GoTo Opener will look like and you can begin your meeting.

