

# How to Start a Video call

By: AMVETS Department of Ohio

# Problem?

- ▶ Have you ever wanted to meet or talk with someone and show them something, but you're located too far away?
  - ▶ Gas/food too expensive?
  - ▶ Not enough time for travel?
  - ▶ Sick and can't leave the house?

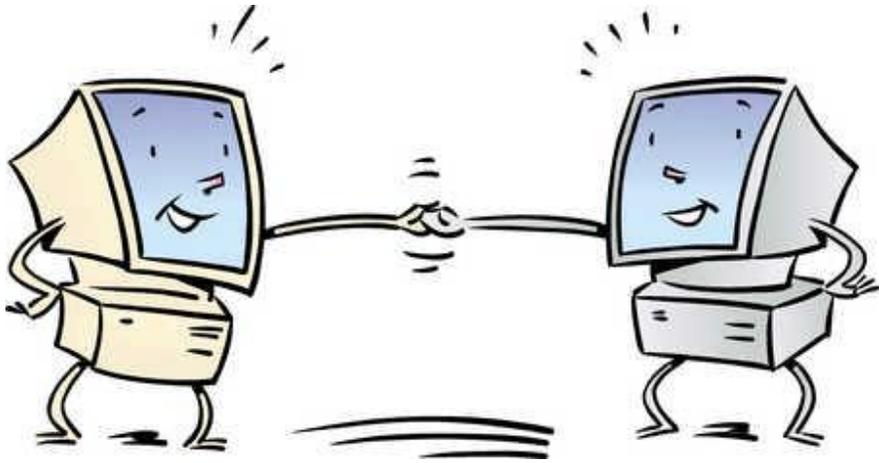


# Good News!

- ▶ Technology has advanced to the point where you can call someone on the phone/computer!
- ▶ You can SEE and HEAR them!
- ▶ This is called Video Calling or Video Conference.



# Breakdown



- ▶ Video Calling is like voice calling, but they do it through a camera instead of just a speaker like on a phone.
- ▶ When you video call, you connect two computers and two cameras so you can see and speak to people live.

# Uses

- ▶ Post Meetings
- ▶ Officer's Meetings
- ▶ State Convention
- ▶ Committee Meetings
- ▶ You just miss someone and want to see their face
- ▶ You need help figuring something out (StoryTime)



# What to Use?



**GoTo**Meeting®

- ▶ There are many apps and services to use video calling. Some of the more popular ones are: FaceTime, Google Hangouts, and Skype.
- ▶ However, the easiest for people to use on their computer is:

**GoTo Meeting**

# How to start:

- ▶ Make sure your computer is turned on.
- ▶ Make sure your computer has a camera. Don't worry, most laptops automatically come with one.
- ▶ Open the internet
- ▶ Go to your search engine (Google, Bing, Yahoo) and type:

▶ Go to Meeting

Your search results will look similar to this:

The screenshot shows a Google search for "go to meeting". The search results include:

- GoToMeeting: Easy Online Meetings With HD Video Conferencing**  
www.gotomeeting.com/ GoToMeeting  
Work can happen any time, anywhere. GoToMeeting with HD video conferencing is a simple yet powerful way to collaborate in real time.  
You visited this page on 6/9/16.
- Join the Meeting**  
To connect to an online meeting, enter the meeting ID provided ...
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OUR CUSTOMERS LOVE GOTOWEBINAR. Built for ...
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Support - Use my company ID. © 2016 Citrix Systems Inc. All ...
- Plans and Pricing**  
PLANS & PRICING. Meeting any time, anywhere has never been ...
- GoToMeeting Free**  
Meetings without the hassle, free video conferencing chat that is ...
- FAQs**  
Get online meeting support anytime, anywhere for ...
- Citrix GoToMeeting (@GoToMeeting) | Twitter**  
https://twitter.com/GoToMeeting  
2 days ago - View on Twitter: You know it's optional to share your webcam right? ^GD #justsayin twitter.com/rcolinkennedy... ^GD  
3 days ago - View on Twitter: We like the cut of your Dad's jib! ^GD twitter.com/mike\_caamp/st...
- GoToMeeting on the App Store - iTunes - Apple**  
https://itunes.apple.com/us/app/gotomeeting/id424104128?mt=8  
★★★★★ Rating: 5 - 42 reviews - Free - iOS  
May 12, 2016 - Meet where you want with GoToMeeting on your mobile device. Join, host, or schedule a GoToMeeting from your iPhone, iPad or iPod touch.
- GoToMeeting - Support - Citrix**  
help.citrix.com/meeting  
GoToMeeting: ... GoToMeeting Website QuickStart (5:52) · GoToMeeting Windows Recording Basics (3:39) · GoToMeeting Attendee QuickStart (5:34)
- GoToMeeting - Wikipedia, the free encyclopedia**  
https://en.wikipedia.org/wiki/GoToMeeting  
GoToMeeting is a web-hosted service created and marketed by the Online Services division of Citrix Systems. It is an online meeting, desktop sharing, and video ...  
License: Proprietary Developer(s) Citrix
- GoToMeeting - Android Apps on Google Play**  
https://play.google.com/store/apps/details?id=com.citrixonline...gotomeeting&hl...  
★★★★★ Rating: 3.5 - 17,422 votes - Free  
Go anywhere and never miss a meeting — unless you want to — with the GoToMeeting app. GoToMeeting works on all Android devices (including Android ...

# How to start:

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About 345,000,000 results (0.48 seconds)

**GoToMeeting: Easy Online Meetings With HD Video Conferencing**  
[www.gotomeeting.com/](http://www.gotomeeting.com/) - GoToMeeting -  
Work can happen any time, anywhere. GoToMeeting with HD video conferencing is a simple yet powerful way to collaborate in real time.  
You visited this page on 6/9/16.

**Join the Meeting**  
To connect to an online meeting, enter the meeting ID provided ...

**Citrix Secure Sign In**  
Support · Use my company ID. © 2016 Citrix Systems Inc. All ...

**GoToMeeting Free**  
Meetings without the hassle, free video conferencing chat that is ...

[More results from gotomeeting.com »](#)

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# Goto meeting:

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Make a professional impression every time. It's your meeting on your budget. Choose the plan that works for you.

## OUR CUSTOMERS LOVE GOTOMEETING

### Built for business. Designed for success.

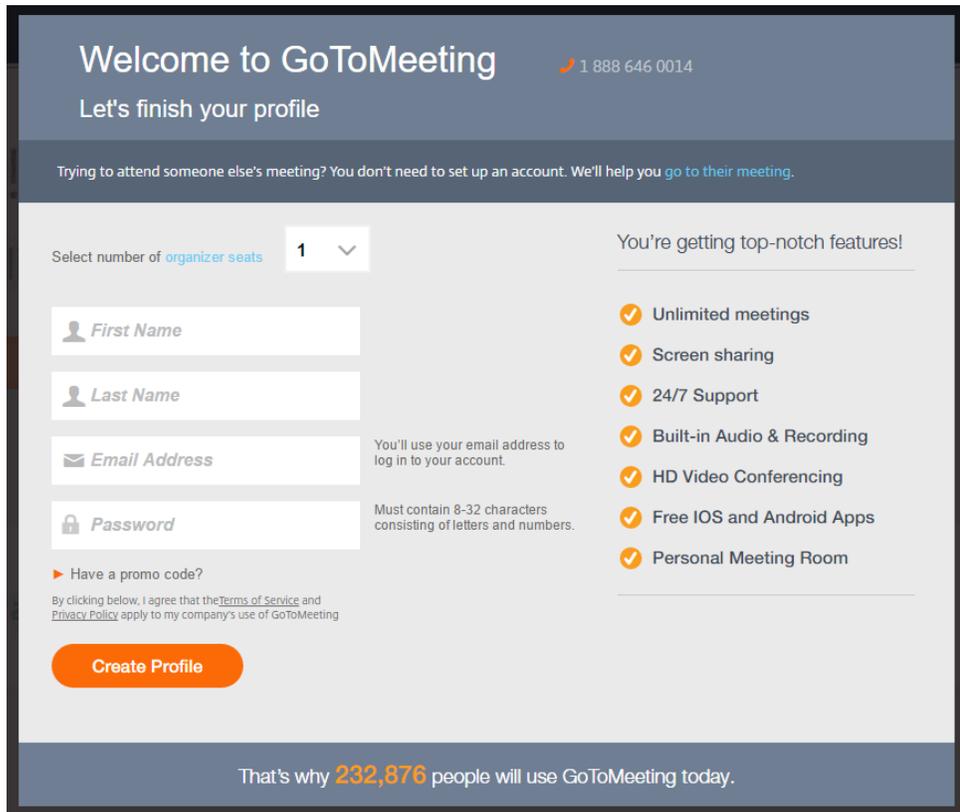
Professional meetings deserve a professional meeting solution.  
That's GoToMeeting - simple, reliable and effective.

# Making an account:

- ▶ With every website and app, you need an account.
- ▶ Accounts are typically made with your email address and a password of your choice.
- ▶ Click on the free 30-Day Trial, and type in your email address.



# Making an account:

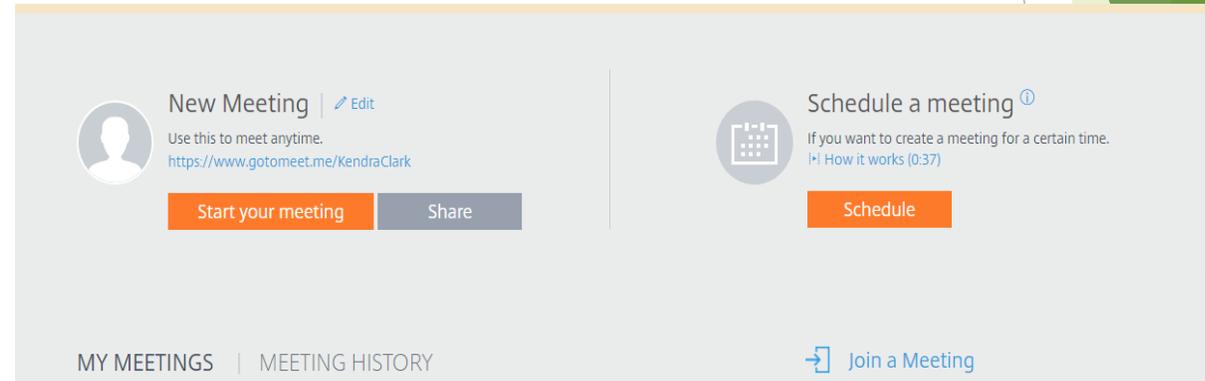


The screenshot shows the GoToMeeting account creation interface. At the top, it says "Welcome to GoToMeeting" with a phone number "1 888 646 0014". Below that, it says "Let's finish your profile". A link offers help for those trying to attend someone else's meeting. The main form has a dropdown for "organizer seats" set to "1". There are input fields for "First Name", "Last Name", "Email Address", and "Password". The "Email Address" field has a note: "You'll use your email address to log in to your account." The "Password" field has a note: "Must contain 8-32 characters consisting of letters and numbers." There is a checkbox for "Have a promo code?". A "Create Profile" button is at the bottom. On the right, a list of features is shown with checkmarks: "Unlimited meetings", "Screen sharing", "24/7 Support", "Built-in Audio & Recording", "HD Video Conferencing", "Free IOS and Android Apps", and "Personal Meeting Room". At the bottom, it says "That's why 232,876 people will use GoToMeeting today."

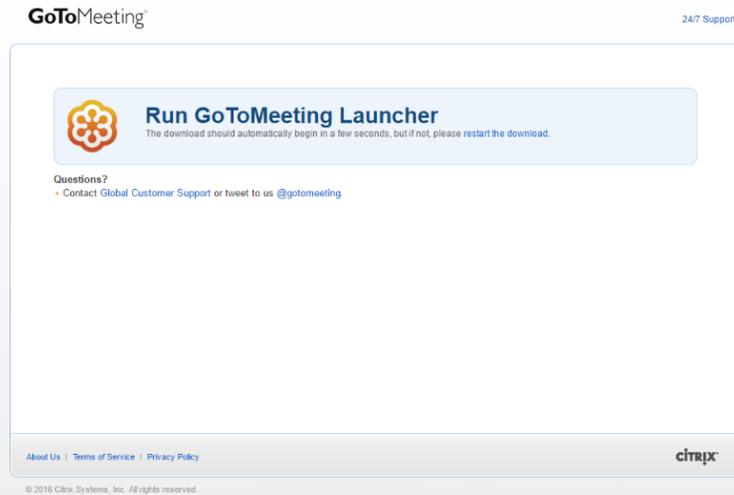
- ▶ A screen will pop up asking for more information. It will look like the picture to the left.
- ▶ Fill out your first name, last name, email address, and a password you will remember.
- ▶ Write it down carefully, the password is case-sensitive.

# Hosting or joining?

- ▶ You've successfully made your account! Now, you need to either host a meeting or join an existing one that's already taking place.
- ▶ Let's start with **hosting**. This means that you are the one initiating the video call to everyone else.
- ▶ Click on "Start your Meeting"



# Hosting a video call:



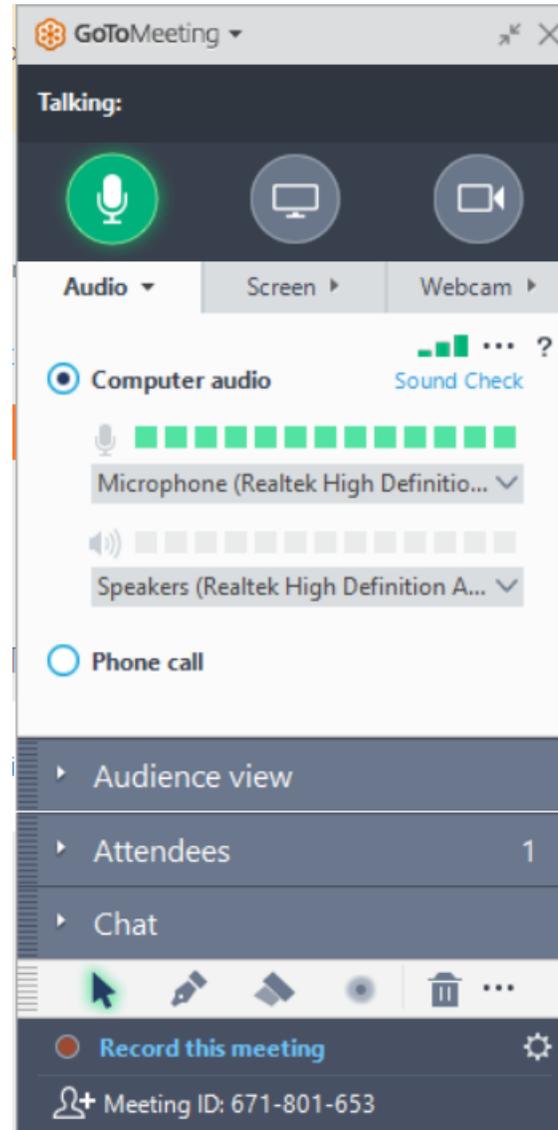
Click **GoToMeeting Launcher** to begin.

- ▶ Ta-Da! The launcher will automatically start to download onto your computer!
- ▶ Once it is finished downloading it, you have to open it.
- ▶ There will be instructions on the screen on how to open it.

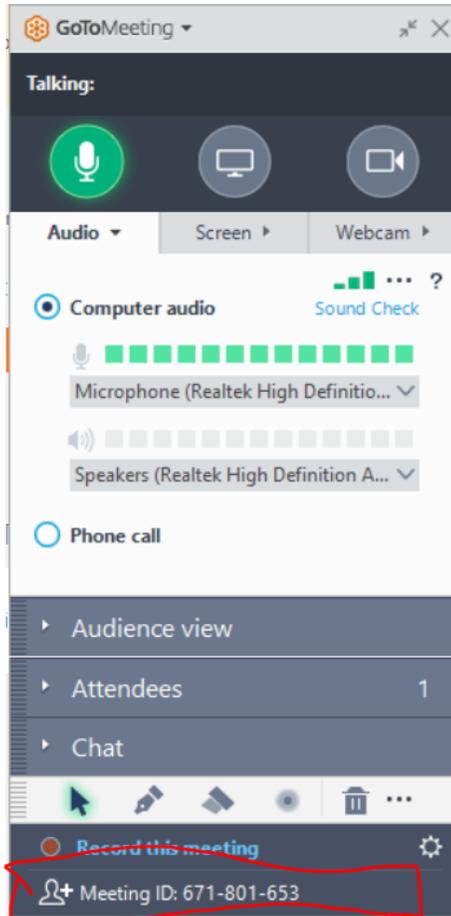
# Hosting a video call:

- ▶ This is your home screen for GoToMeeting.
- ▶ When you host a meeting, you have three different options
  - ▶ Audio
  - ▶ Screen
  - ▶ Webcam

Great! You have started hosting the meeting!



# Add people:



- ▶ Great! You've started the meeting! Now, you need to add people and invite them to join your video call!
- ▶ Click the Meeting ID button at the very bottom. That is your unique meeting ID so other people can find your meeting.
- ▶ When you click it, there are a few options:
  - ▶ Copy Meeting ID
  - ▶ Copy Meeting Link
  - ▶ Copy meeting Invite
  - ▶ Email meeting invite

# Add people:

- ▶ I chose the copy meeting invitation. It automatically copied the text for me. I went to my email and pasted, so this text showed. Next, I can email it to someone so they can join.

1. Please join my meeting.

<https://global.gotomeeting.com/join/671801653>

2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

Dial +1 (872) 240-3311

Access Code: 671-801-653

Audio PIN: Shown after joining the meeting

Meeting ID: 671-801-653

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# Joining a video call:

- ▶ There are several ways to join a video call once someone is hosting the call.
- ▶ 1. Know their Meeting ID.
  - ▶ Paste the ID where it says “Join a meeting”
  - ▶ You can call your friend and tell them the number.
- ▶ 2. Have a web link.
  - ▶ Copy and paste the web link from an email to your internet browser.



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# Congrats!



- ▶ You did it! Use the meeting time to just talk with multiple people through your computer, share your screen, or share your webcam and see pretty faces!
- ▶ The possibilities are endless!