How do I install GoToMeeting on a Mac?

Installing the GoToMeeting desktop app onto your computer allows you to get the most out of your meeting. When you start or join a meeting from the desktop app, the GoToMeeting software download will begin automatically.

About the installation package

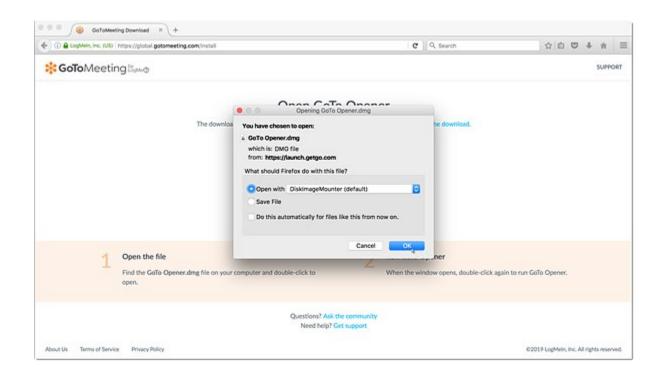
Once the desktop app is installed, you can join and start meetings more quickly by avoiding the extended download process. When you install GoToMeeting, you will download 2 parts of the software to your computer.

- **GoToMeeting desktop app** This is the main app that you use to join and start meetings.
- **GoTo Opener** This is the "helper" application that launches you into active meetings.

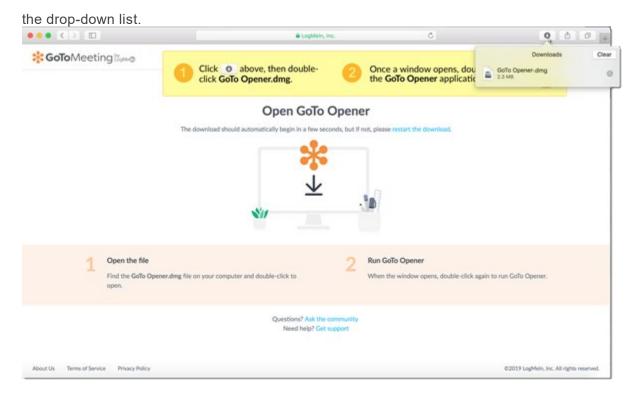
Download the desktop app

Download

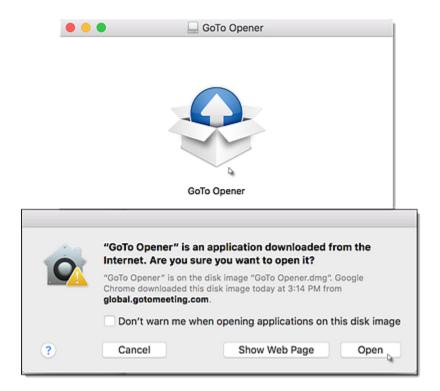
- 1. Make sure you are on a supported operating system by checking your <u>system's compatibility</u> automatically or viewing the system requirements.
- 2. Click the <u>Download button</u> to get started.
- 3. The GoTo Opener.dmg file will download onto your computer. Depending on your browser, click the file to download as follows. If you've downloaded this file before, some or all of the next steps will be skipped. In this case, you can go straight to joining or starting a meeting from the desktop app. Mozilla Firefox Make sure "Open with" is selected and click OK.



Apple Safari – Click the Download icon in the upper toolbar and double-click GoTo Opener.dmg in



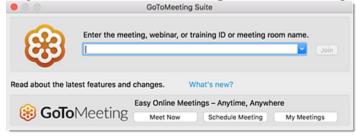
4. To complete the GoTo Opener.dmg file download, double-click the GoTo Opener app in the window and then **Open**. Select the "Don't warn me when opening applications on this disk image" check box to avoid being prompted with the dialog again.



5. The GoTo Opener will automatically launch and open the GoToMeeting Suite, which means you've successfully installed the desktop app!

TO JOIN A MEETING

• To join someone else's meeting, enter the meeting ID or meeting page name and click Join.



Join or start your first meeting from the desktop app

Once you have installed GoToMeeting and attempt to join or start your first meeting, you may be prompted with an additional dialog from the web browser requesting permission to open GoTo Opener.

- 1. Launch the GoToMeeting desktop application.
- 2. Join or start a meeting from the GoToMeeting Suite.
- 3. To join someone else's meeting, enter the meeting ID or meeting page name and click Join.
- 4. Depending on the web browser you're running, complete the permission prompt as follows.
- Google Chrome Click Open GoTo Opener. Select the "Remember my choice for GoToOpener links" check box to avoid being prompted by the dialog again.
- 6. **Mozilla Firefox** Click **OK**. Select the "Remember my choice for GoTo Opener links" check box to avoid being prompted by the dialog again.
- 7. When prompted, click Open.
- 8. You'll be launched into your meeting!

How do I join a meeting from any device?

You have many options when it comes to joining a GoToMeeting session! You can download the desktop app on your Windows or Mac Computer, use a Google Chrome browser to join online (no download required), or even join on the go using your iOS or Android device.

If you are an attendee joining someone else's meeting, you do not need a GoToMeeting account and do not need to sign in. See Compare Join Methods to learn more about which of the 3 available join methods you will use.

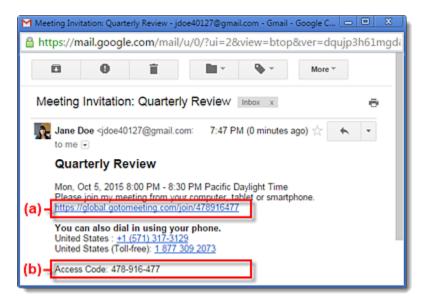
Note: Are you an attendee trying to prepare for your first GoToMeeting ahead of time? Run a <u>system check</u> to make sure your device is supported, review our <u>attendee user guide</u>, or check out our <u>Embark training page</u>!



Join using the meeting link (a)

When you are invited to a meeting, there is usually a unique meeting link included in the session details. This is the Join link (marked as **(a)** below) – you can open it in any web browser to join the session!

Once you click on the Join link, you can choose to **download the desktop app** or **join using a browser**. See What are the different ways I can join a meeting? to learn more about the 3 basic ways you can join a meeting.

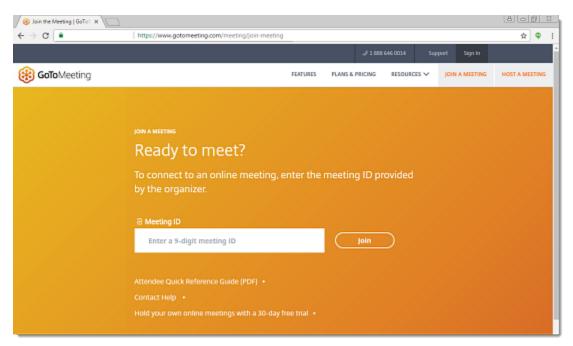


Join using the meeting ID (b)

If you don't have the Join link or are having trouble being launched into session, you can join by manually entering the meeting ID (9-digit number) or meeting room name (e.g., "https://gotomeet.me/ lizdavis"). This is included in the session invitation (shown as (b) in the image above).

If you are on a computer, open a web browser (Google Chrome is preferred) and go
to www.gotomeeting.com/meeting/join-meeting. Enter the 9-digit meeting ID or meeting room
name in the field and click Join. You can choose to download the desktop app or join using a
browser.

Note: If you are entering a meeting ID, make sure you are using the 9 digit meeting ID listed in the invite. If you accidentally enter more digits, it will switch to the personal meeting room format ("gotomeet.me/"). Look back at your invite and make sure the Join link matches.



• **If you are on a mobile device**, download the iOS or Android app. Open the app and enter the meeting ID (9-digit number) or meeting room name (e.g., "https://gotomeet.me/lizdavis").

Note: If you are entering a meeting ID, make sure you are using the 9 digit meeting ID listed in the invite. If you accidentally enter more digits, it will switch to the personal meeting room format ("gotomeet.me/"). Look back at your invite and make sure the Join link matches.



• If you are on a computer and have the desktop app installed, you can join by right-clicking the Daisy icon in the system tray (Windows) or toolbar (Mac), selecting Join and entering the Meeting ID or name.

