HOW TO USE GO2MEETING

By Gary Mussell

Video conferencing is a way that we can have meetings or parties online. The SCNA board uses this and club members may also reserve time for other get-togethers. Just call the club line at (818) 225-2273 or email scna@socalnaturist.org with your request.

SCNA has subscribed to *Go2Meeting* for video conferencing. We can have up to 250 people on the call at one time and the length of the call can be as long as needed. Other systems have time limits, like Zoom with a 40 minute limit.

Go2Meeting is easy to use, but experience has shown that some people still have problems. This article was written with those people in mind.

Login

When there is a scheduled meeting, an email is sent out with a link to the event, or it's posted somewhere like on our Meetup page. The link looks something like this:

https://global.gotomeeting.com/join/879986189

If you are using a desktop, laptop, tablet, or smartphone you can just click on the link and follow the directions (which are also explained below).

If you don't have a computer or smartphone and just want to join using the audio on your phone, you can dial in using a telephone number in the email. You will be asked for a nine-digit access code which is also in the email. Example: **Access code: 122-950-757**

When using your computer to 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. Or…Select "Phone" call to use your telephone to dial in to the audio conference.

If you are early and the moderator has not yet logged in, the screen (or a voice on the phone) will tell you to wait until that person logs in to start the meeting.

If you have a camera on your computer it will automatically turn on, however you are not visible to the meeting group without turning on the video and audio.
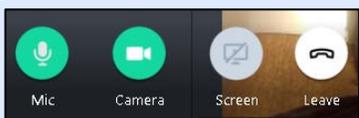
If you move your mouse over the bottom middle of the screen you will see the menu above pop up.

To turn on your audio, click the MIC button so that it turns green. To turn on your camera, click the Camera button so that it turns green.

At the end of the event, click the LEAVE button and you will leave the meeting and log out.

The Meeting

Just below your image on the screen you will find a microphone icon (see above). It must be green (as on the left) for you to be heard in the meeting. Click it once to activate the Mute button (the image on the right, above) so you can no longer be heard. Click it again to unmute.

While you are speaking, the icon will change to the image seen in the middle above.

Control Panel

In the upper right corner of your screen you will see the Options Menu:

This shows how many people are logged into the meeting, allows you to send a text message to the group or to an individual, and to adjust your program settings.

Chat

The second icon represents "chat" where you can send text messages, independent of the meeting, to specific individuals, to the organizer, or to everyone.

Other Settings

The Control Panel includes additional set up features and tools for you to use during your session, including checking your sound, saving your chat log and configuring your application preferences. Access the drop-down menu by clicking the phrase **"GoToMeeting"** at the top.

At the top middle of your screen you will see a **"View Who's Talking"** drop-down menu. When you click the down arrow, you will be able to choose between Everyone, Who's Talking, Active Cameras, or Hide Everyone.

Tips:

1) Whatever device you use to join the meeting, try to be in a room or space in your home in which there will be few or no background distractions, (no TV or radio on, dogs barking, children or others talking, etc.) as these will come through on the audio to everyone else depending on how sensitive your microphone is.

2) To that end, it is best to have your microphone muted during the meeting until you want to say something.

3) It also helps to use a headset with a microphone. It makes your voice clearer and you can hear better.

4) Avoid using your phone and computer at the same time. If speakers are on it can cause a distracting audio feedback/echo loop, so choose one or the other.

5) If you choose to see Everyone and use a phone or tablet, you may not be able to see more than six people at a time. If you use a desktop or laptop you will be able to see everyone.

6) Be courteous! When there's more than three or four people in the meeting it's best to raise your hand when you want to speak and let the moderator call on you. Otherwise, a lot of conversation will be lost and garbled in the confusion.

Keep this page handy should you need it for reference.