

Joining the HPMA monthly meeting remotely

Ways to join:

From a computer (chapter 1)

From a “smart” phone or mobile device (chapter 2)

Via regular phone (chapter 3)

Support:

Troubleshooting, tutorial and installation of GoToMeeting (chapter 4)

Riki Tanabe will be available from 30 minutes before a meeting until 30 minutes after as well as during the meeting via her cellphone at (808)284-8389 for any immediate assistance and/or troubleshooting.

****Note: The 288-469-357 meeting ID will not change monthly, but will *only be accessible 30 minutes before and after the designated meeting times*. Trying to click on the links below or to join the meeting room during any other time will not connect you to anything or will result in an error message.**

Also as a tip, you can bookmark the website <https://global.gotomeeting.com/join/288469357> for quick and easy access if using the same computer monthly.

Chapter 1

Joining the HPMA monthly meeting via GoToMeeting from a computer

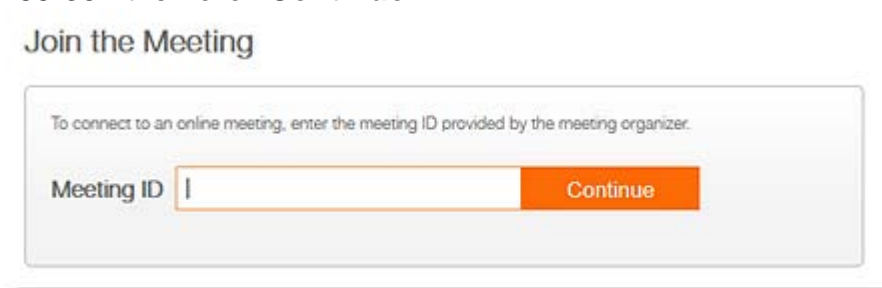
You may access the session in any of the following ways from a desktop or laptop:

- **Email**

Click on <https://global.gotomeeting.com/join/288469357> in your HPMA membership meeting (reminder) email. This will launch a new web browser page.

- **Web browser**

Open a web browser and go to the page <http://www.joingotomeeting.com>. Enter the meeting ID 288-469-357 then click **Continue**.



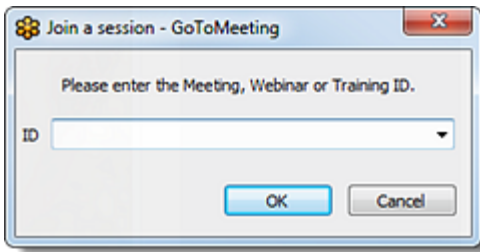
Join the Meeting

To connect to an online meeting, enter the meeting ID provided by the meeting organizer.

Meeting ID

- **Desktop software**

Right-click the daisy icon in the system tray (Windows) or toolbar (Mac). Select **Join**, enter the meeting ID 288-469-357, and click **OK**.



Note: This method is only available if you already have the GoToMeeting desktop software installed on your computer. If you don't have it already installed, it only requires a one-time download and simple installation (follow your operating system installation wizard): You may find the (free) software here: [Download the Windows/Mac version](#)

For step-by-step instructions on downloading and installing the desktop software, click on one of these hyperlinks: [Install on Windows](#) or [Install on Mac](#).

Once you're in session, choose one of the options to connect to the audio conference:

A. Use your microphone and speakers (VOIP) for audio.

OR

B. You can also communicate audio via your phone (if no microphone and/or speakers or headphones available) while continuing to receive video input on your computer:

1. Dial +1 (872) 240-3412

2. You will be prompted to enter an **Access Code:** 288-469-357

(same code)

3. Then you need to enter an **Audio PIN:** Shown after joining the session.

(You may also choose to switch between these two audio modes later from the Audio pane of your GoToMeeting interface Control Panel.) The audio PIN enables the following commands for attendees:

Command	Feature	Details
*4	Menu	Provides a menu of available conference commands.
*6	Mute/ Unmute	Mutes the participant's line. Pressing *6 again will unmute the line.

****Note:** Using headphones on your computer or phone will greatly reduce the amount of feedback problems and increase the sound quality.

It is also highly recommended that you mute your phone or microphone (via the GoToMeeting interface) to minimize disruption or chance of a feedback loop if you are not speaking.

Chapter 2

Joining the HPMa monthly meeting via GoToMeeting from a mobile device

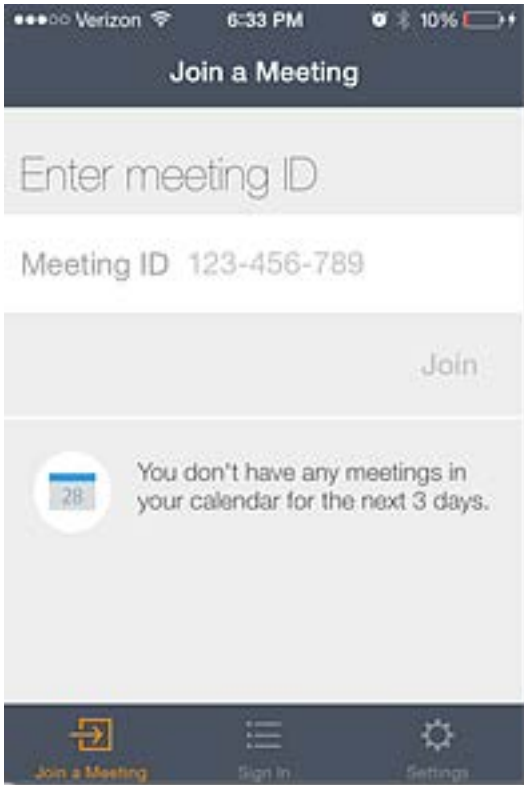
You may access the session in any of the following ways from a tablet or smartphone:

- **Email**

Click on <https://global.gotomeeting.com/join/288469357> in your HPMa membership meeting (reminder) email. This will automatically launch the mobile app (or launch the app store if you have not yet installed it onto your device, prompting you to install the app).

- **Mobile app**

Open the GoToMeeting app, enter the meeting ID and select **Join**. Alternatively, you can select the scheduled meeting from the list that is imported from your phone's calendar (if available).



You will be automatically launched into session. If you have not yet installed the mobile app, you will be instructed to do so. You may download in advance the app for your respective mobile platform here:

- Download the [GoToMeeting app for iOS](#) on the App Store
- Download the [GoToMeeting app for Android](#) on Google Play
- Download the [GoToMeeting app for Windows Phone](#) in the Windows Phone store

Note: The apps only allow for visualization of the shared screen. There is no sharing of the mobile device's camera. In addition the Android app (but not the iOS app) allows for video input from the speaker's webcam and is able to automatically switch dynamically between webcams as the speaker changes (includes organizer and attendees).

Chapter 3

Joining the HPMA monthly meeting via regular phone line

1. Dial +1 (872) 240-3412.
2. You will be prompted to enter an **Access Code:** 288-469-357 connecting from a computer or mobile device), followed by the # sign.

if(same code

3. Then you will be prompted to enter an **Audio PIN** (the system assumes you have connected via a computer and you have chosen a telephone audio connection instead of the computer's microphone/speakers which normally gives you a unique Audio PIN visible on the screen once you've joined the session). You just press the **#** sign with no numbers before it. Not having an audio PIN has the only disadvantage that you do not have access to "audio controls" which for attendees include:

Command	Feature	Details
*4	Menu	Provides a menu of available conference commands.
*6	Mute/ Unmute	Mutes the participant's line. Pressing *6 again will unmute the line.

Chapter 4

Where to find more detailed information about using GoToMeeting

1. You may find extensive support at <http://www.gotomeeting.com/online/support>

2. To download a pdf version of the GoToMeeting Attendee Quick Reference Guide click here:

http://support.citrixonline.com/servlet/fileField?retURL=%2Fapex%2FCPDDownloadStarter%3FarticleLinkId%3DGTMD00002%26!%3Den_US%26product%3DGOTOMEETING&entityId=ka35000000TRS KAA4&field=Content_Body_s

3. To see a video tutorial (5'09") of the GoToMeeting Attendee Quick Start (covers System Requirements, Joining a Meeting and In-session controls) click here:

http://support.citrixonline.com/en_US/GoToMeeting/video/GTMV00012

4. The full pdf version of the GoToMeeting User Guide is downloadable here:

http://support.citrixonline.com/servlet/fileField?retURL=%2Fapex%2FCPDDownloadStarter%3FarticleLinkId%3DGTMD00004%26!%3Den_US%26product%3DgotoMeeting&entityId=ka350000000TfSDAA0&field=Content_Body_s

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