

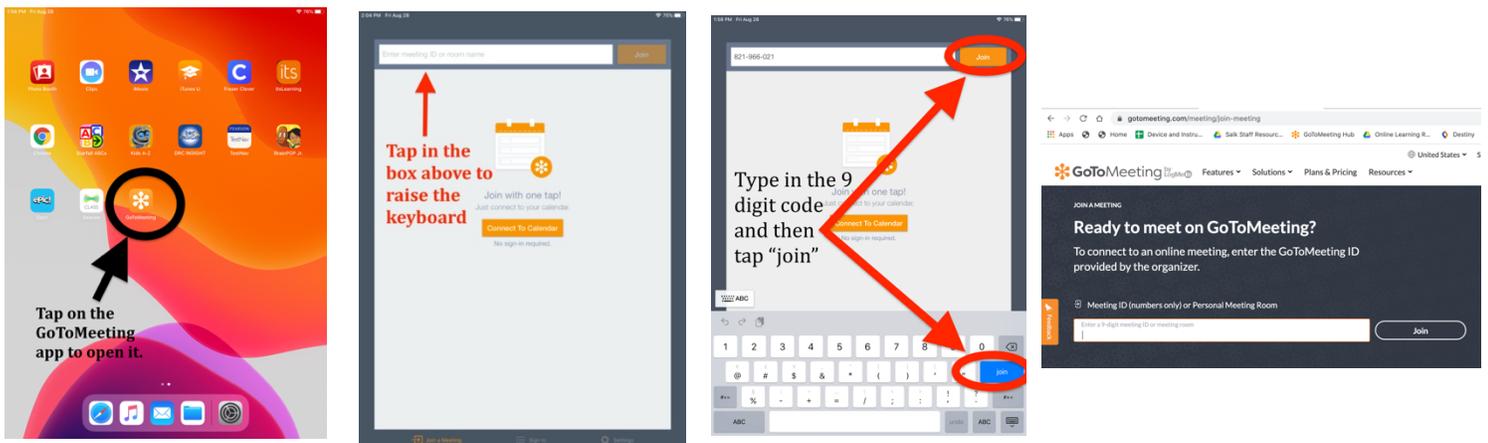
# GoToMeeting Directions



Students have the GoToMeeting app installed on their iPads.

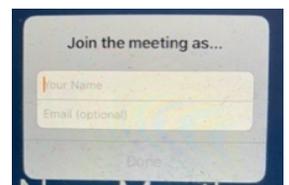
1. Tap on the GoToMeeting app. If you have the teacher's 9 Digit Meeting ID or Access Code. Tap in the box at the top to raise the keyboard and then type in the 9 digit code and tap join. If you have the link to the meeting type in just the information after the gotomeet.me/  
Teacher's link      **https://gotomeet.me/MrsSmith**      Type in **MrsSmith**

If you are using a personal device, you can download the GoToMeeting app for free or you can visit <https://www.gotomeeting.com/meeting/join-meeting> and enter either the Access code or link information, as shown above, to access the meeting.

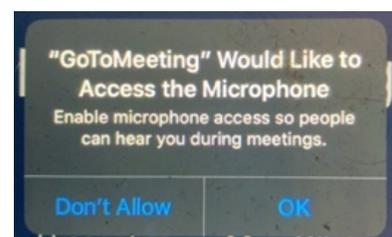
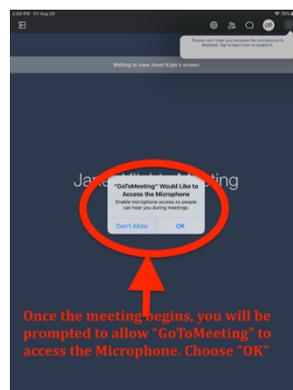
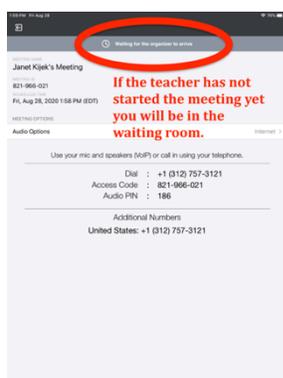


2. If you are using the app for the first time, it will prompt you to allow access to your microphone...Click **OK**

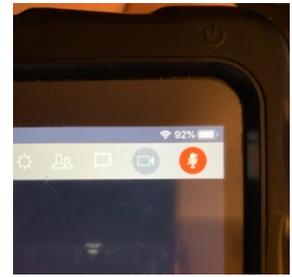
3. Next it will prompt for your student's name. For attendance purposes, it is important to enter the student's full first and last name and your student's grade level (*K for Kindergarten or the appropriate number for first through sixth grade*). Example: *Jane Jones K* or *Tim Adams 5* and then click done.



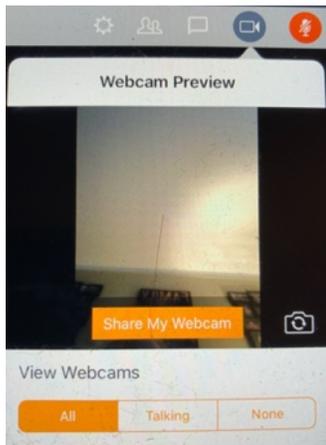
4. Now, if the meeting has not started you will wait for it to begin. The first time you use the app and the meeting starts, you will be prompted to allow the microphone to access the microphone. Click "OK".



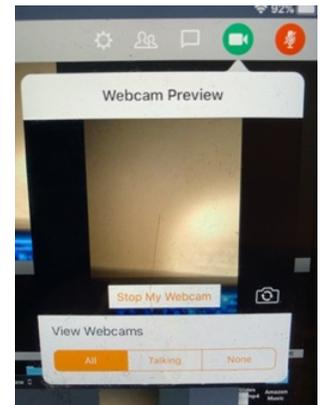
5. Your microphone is muted when the icon is red. If you click on the red microphone icon in the top right-hand corner, you can unmute it and the group will be able to hear you speak.



6. To be seen on the screen, you need to enable your camera. The first time you use the app, tap on the camera in the top right-hand corner of your screen. It will prompt you to allow access to the camera...click OK.



7. Next the Webcam Preview will open and show you the view everyone will see. Once your view is all set, click on the Share my Webcam button and everyone will see your Webcam view. You can turn the view off by clicking on the camera in the top right-hand corner and press Stop My Webcam.



8. Finally, You can exit the meeting by clicking on the icon in the top left-corner and select Leave Meeting or it will close when your teacher ends the session.

