

## NEWBURY GEOLOGICAL STUDY GROUP - USING GotoMeeting

### Software

The first time you use GotoMeeting you will need to download the software. We will provide a link to enable you to do this or you can install it by entering the following in your browser.

<https://global.gotomeeting.com/install/> . You can do this anytime before the meeting.

You can also install GotoMeeting on a tablet in which case the App. will be available from the normal source (eg. Google Play Store for Android tablets). The software for accessing the meetings is free.

There are three ways you can join the meeting :-

1. If you have the GotoMeeting icon on your desktop then click on this and enter the nine digit meeting code we provide. eg. 214-234-917.



2. You can click on the link we provide. It will be something like this. <https://global.gotomeeting.com/join/214234917> (example only). This will take you to a web page where you can key in the meeting id.
3. You can enter the following in your browser. <https://www.gotomeeting.com/en-gb/meeting/join-meeting>. This will take you to a web page where you can key in the meeting id.

### Equipment

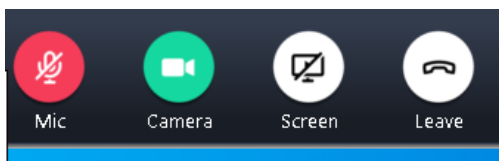
Most laptop computers these days have built in microphone and speaker. With a desktop machine you may need to buy a USB camera with a built in microphone. These cost around £10 - £15. You could probably also take part using a tablet, which will have both a microphone and a speaker. You could use a smartphone, but the screen will probably be too small.



If you don't have a microphone or speakers then you can use your phone for sound. We will provide a phone number which can use to connect to our meeting. When you have dialled the number you will be asked to enter the 9 digit meeting id followed by a '#' and you should then get a code which will enable you to use your phone for the sound (see Settings below).

## Use of Microphone

The microphones are very sensitive, so to help everyone please take care to only switch your microphone on while you are actually speaking and switch it off again asap. Having the microphones on while the presenter is talking can cause sound feedback (echoes) through your microphone which distorts what is being said. The microphones also pick up any conversations or background noise which can be distracting. Also please remember that when you say something there is a slight delay in this being heard and a further delay in you receiving the response . Once you have said something turn off your microphone and count to 5 before saying anything else. The microphone is turned on/off using the button at the bottom of the window. Green = on. Red = Off. You can also turn your camera off here.

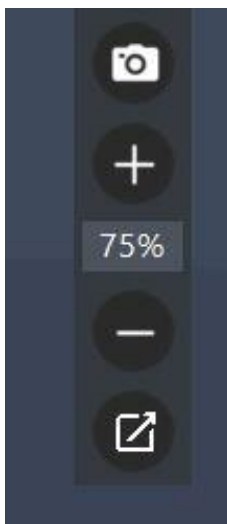


## Picture Size

When Les or others are presenting they will be sharing their computer screen. There are three things you can do to get a larger picture.

If you hover over the area to the right of the screen the following will appear. Click in the box with arrow at the bottom and this will minimise the camera images of the other participants. If you do this some of the other controls may become unavailable. Click again in the box to get them back.

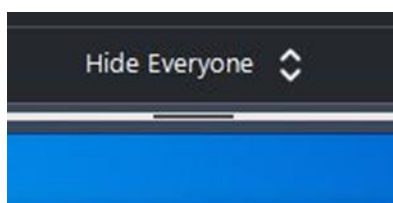
Use the +/- to change the size of the picture.



Top (Camera). Take a picture of the screen.

Centre(+ % -) Used to control the size of the window.

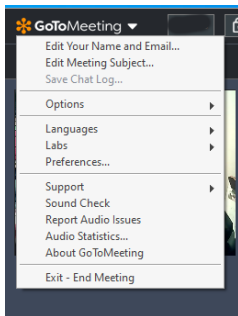
Bottom – Toggle on/off minimising camera images.



At the top of the screen you can choose how to view the participants. If you select 'Hide Everyone' this will again make the picture bigger.

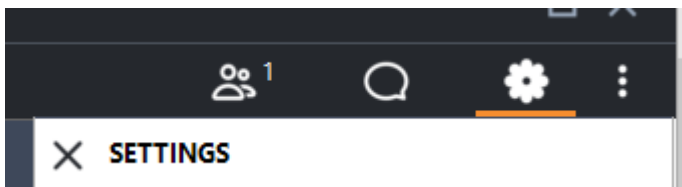
## Options

Click on the down arrow next to GotoMeeting in the top left corner. This will give a number of options. You can change your details here and also run checks on your sound (speaker and microphone).

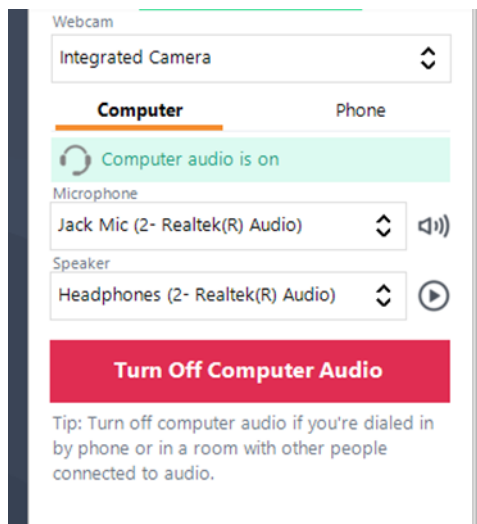


## Sound Checks

Normally, most people connect without any problem. If the sound checks run from the above show any problems or if you can't hear anyone or no one is hearing you, then open settings by clicking on the cog shaped symbol in the controls at the top right of the screen.

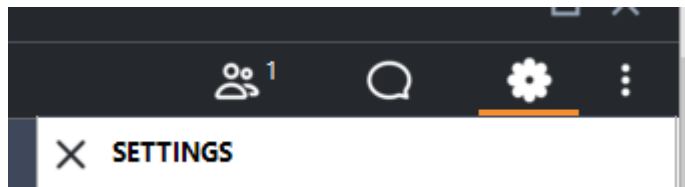


This will show details of the sound and video settings being used by GotoMeeting. Check that the speakers (or headphones) are correctly selected. Make sure that Computer Audio is turned on. If you need to connect by phone then make the connection here. If all looks Ok here then it is possible that you may have settings in Windows which mute or stop the sound from working. With the speaker, sound may just be turned down and this can usually be corrected by using the speaker icon in the right-hand corner of your computer screen to increase the volume. To check the microphone go to Windows Settings and check in System/Sound. A separate short video is available to download which shows how to do this. Some microphones incorporate a switch – make sure it is on.



## Other Controls

Click on the first symbol in the block pictured below to see who is in the meeting. The number shown is the number of connections. The symbol to the right of this allows chat messages to be sent. You can use this, but you may not get an immediate response. If you need help either before or during the meeting then Mike can be contacted on 01635 820904. This is the best number to use as the phone is next to the computer being used to run the meeting.



## Lost Connection

If your connection is lost then please try to connect again immediately. If this doesn't work then wait 5 minutes and try again. We have two methods of connecting to the internet. If one fails we will switch to the other and restart the meeting. This may take a few minutes.