Create a GTM Session with Outlook

1. After you have downloaded the GTM desktop application, you will have new add-ins available for use in your Outlook desktop application.

Creating a session is easy with this add-on. Simply locate the Add-Ins tab in Outlook:

2. Select the dropdown button on GoToMeeting to view the options to Join A Meeting or Host a Meeting

Select “Host a meeting” to be able to select or identify a meeting ID, or select “Meet Now” to begin a new meeting immediately.
3. Outlook will allow you to see past meetings, schedule a meeting, and join or start a meeting immediately from this Add-In toolbar. If you would like to schedule a meeting, select “Schedule Meeting”

You’ll notice the Schedule Meeting function in Outlook is similar to the GoToMeeting dashboard:

4. After you submit the information you need, click Schedule. You will then see a new email message pop up with an invitation to join the meeting. You can send this message to users, colleagues, and students when you need to create a GoToMeeting session using Outlook.

Also, this meeting will automatically be added in your Outlook calendar! →

To cancel the meeting, right click the event in your calendar and select “Cancel Meeting.”