Create a Session with GoToMeeting Online

1. Once you have signed in online, you can create a session two ways from the dashboard.

   The first, **Schedule a Meeting**, allows you to schedule for an appointment that is upcoming. Click the “Schedule a Meeting” link to bring up this box:

   You can change the title of “New Meeting,” while also selecting if you would like this meeting to occur just once or multiple times.

   You can select the date and the duration of the meeting.

   There is also the ability to add a Co-organizer for the meeting, as well as make the meeting password protected.

   ![Schedule a meeting screenshot]

   Note at the bottom where it says you can schedule meetings in **Outlook** – see the “Create a GTM Session with Outlook” handout for further instruction.

2. Once you have saved the meeting, you will receive the link to share your meeting with others. This link will work as an invite, or you will notice the **9 digit number** at the end of this link. This is the 9-Digit Meeting ID number that you can provide others to join your meeting.

   *Continued on the next page →*
3. Once you have created the meeting, you will see it in your current list of “My Meetings.”

There are tools attached here as well so you can begin your session, delete the session, edit session details, and the link for inviting guests to your meeting.

You have successfully created a session through “Schedule a Meeting.”

1. You can also create a meeting by selecting “Meet Now.” When you click the link, you may see one of two (or both!) notices that will ask you to allow the desktop application to launch.

Select the checkbox that reads “Remember my choice for all links of this type” so you will not be prompted the next time you click this button.