## Using GoToMeeting in a Session (PC/MAC)

1. GoToMeeting’s application will appear in this form. You can choose to shrink the application by selecting the button directly next to the X at the top of the app.

   The application allows you to control audio functions such as a sound check. You are also able to speak over a phone connection if the person you are meeting with does not have a webcam.

   You can also see what the other person in your meeting sees by checking the **Audience View**.

   **Attendees** will show you who has entered the meeting session.

   The **chat function** is for the Meeting Organizer and attendees to chat while engaged in the session.
2. Directly next to the Audio tab, you will see the Screen tab. The screen tab features the ability to share your screen with your audience and allows you to change presenter from yourself to another member in the meeting.

Drop the bar down for “Start sharing my:” to select what you wish to share with the audience. You can choose to show your direct screen, a clean screen, or a specific program open on your computer.

You are able to toggle screen-share on and off by pressing the desktop icon in the application. When the icons are **green**, it means that they are active. Simply press the icon to turn it off.

3. The final tab on this application – Webcam – will allow you to review your personal webcam feed and make sure it is working and in the aspect ratio that you prefer →