To start a GoToMeeting meeting in your web browser, set up your Meeting Owl,
and then use the following instructions to either join or start a meeting.

JOIN A MEETING

1. Visit the GoToMeeting invitation.

2. Enter your meeting ID. The meeting will begin once the organizer starts the meeting.
   If prompted, select the **Meeting Owl** as your microphone and speakers and uncheck **Mute me when joining a meeting**.

3. Go to **Settings** (⚙) on the right side of the screen.
   If If you haven't selected a microphone and speaker yet, select **Meeting Owl** as your microphone and speaker from the **Audio** tab.

4. Select **Meeting Owl** as your video from the **Webcam** tab.

5. Select **Share my Webcam** to begin sharing.

START A MEETING

1. Open **GoToMeeting**.

2. Select **Sign In** on the top right hand corner of your browser and login.

3. Select your personalized **gotomeet.me** link.

4. Select **Start meeting in browser**.
   If prompted, select the **Meeting Owl** as your microphone and speakers and uncheck **Mute me when joining a meeting**.

5. Select start the meeting.

6. Go to **Settings** (⚙) on the right side of the screen.
   If If you haven't selected a microphone and speaker yet, select **Meeting Owl** as your microphone and speaker from the **Audio** tab.

7. Select **Meeting Owl** as your video from the **Webcam** tab.

8. Select **Share my Webcam** to begin sharing.