

GO TO MEETING INSTRUCTIONS

Dear IBUS members,

For speakers: Once you receive the “presenter rights” from the call organizer (IBUS office), you can share your screen with the other attendees.

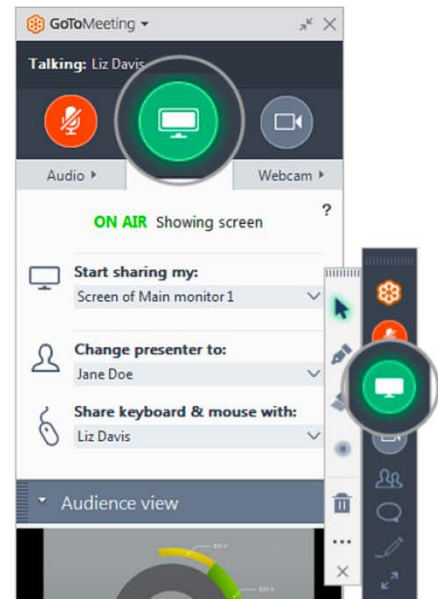
By sharing your screen, your mouse cursor will be displayed, so you can precisely show elements to all attendees.

⑦ Share your screen

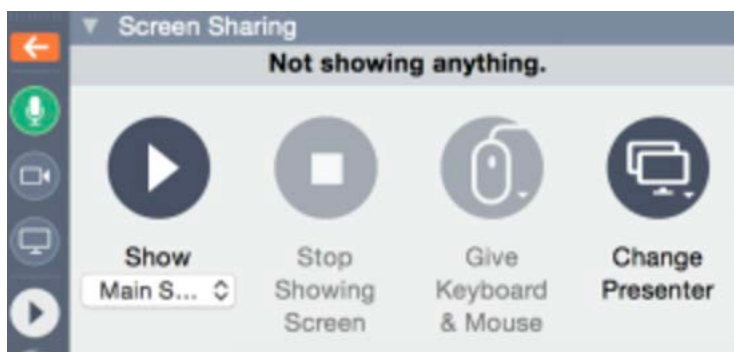
You can share your screen or even a specific application with the other attendees in the meeting. Use the **Screen button** in your Control Panel or Grab Tab to quickly start and stop sharing the screen of your main monitor.

» Open the **Screen tab** to see additional options:

- Use the **Start sharing my** drop-down menu to share a different monitor or even a specific application (such as Powerpoint).
 - Use the **Change Presenter to** menu to transfer the presenter controls to another person.
 - Use the **Share keyboard & mouse with** menu to allow other attendees to control the mouse and keyboard on the screen you are sharing.
- ▼ Allow others to draw on the screen



After finishing your presentation, you can ask the organizer to switch the presenter rights to another speaker, or choose your discussion successor yourself by unfolding the “Change presenter” button:



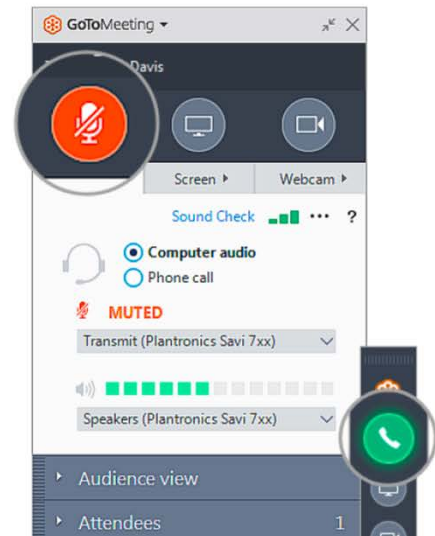
When you are not actively speaking, you can mute your microphone if necessary:

③ Mute & unmute

Control your audio using the **Audio button** at the top of your Control Panel or Grab Tab, which will glow green when you are unmuted and others can hear you. You'll see a Mic icon for Computer audio, or a Phone icon for phone call audio.

You can also switch between Computer and Phone audio if needed by opening the Audio pane in the Control Panel.

▾ See Muting FAQs



For attendees: In order to avoid disturbing background noise and gain optimal communication conditions, please mute your computer by clicking the green microphone in the GoToMeeting toolbar/window!

Furthermore, the chat window allows you to intervene, ask a question or comment without interrupting the speaker or the discussion:

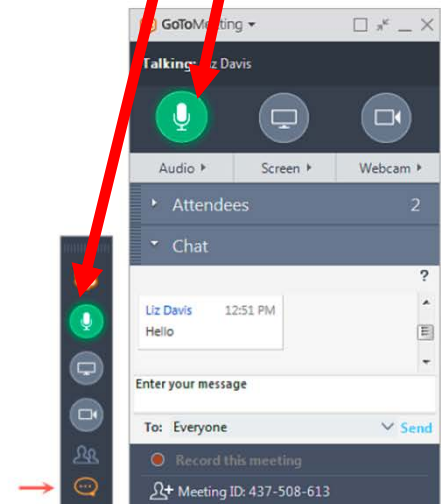
⑧ Chat with others

The Control Panel includes a Chat pane where you can exchange messages with other attendees. You'll see message notifications appear if your Control Panel is minimized to the Grab Tab.

» Use the **To** drop-down menu to select your recipients:

- Select **Everyone** to send a public message to all participants.
- Select **Organizer(s) only** to send a message only to organizers and co-organizers.
- Select a specific individual to send a private message to just that person.

▾ Save the chat log



Thank you for participating and enjoy our webinar!

Best regards,

C. Ardinat