



## Benguela Current Forage Fish Workshop 2 - 4 November 2020 – Online via GoToMeeting

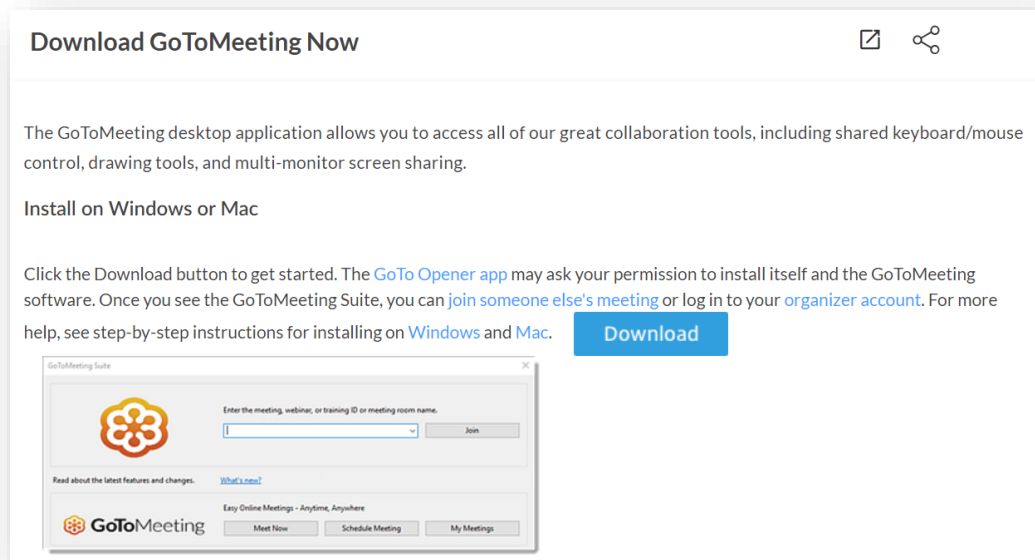
Doc: BCFF Inf. 2  
Date: 12 October 2020

### GoToMeeting User Guide for Meeting Participants

*prepared by UNEP/AEWA Secretariat*

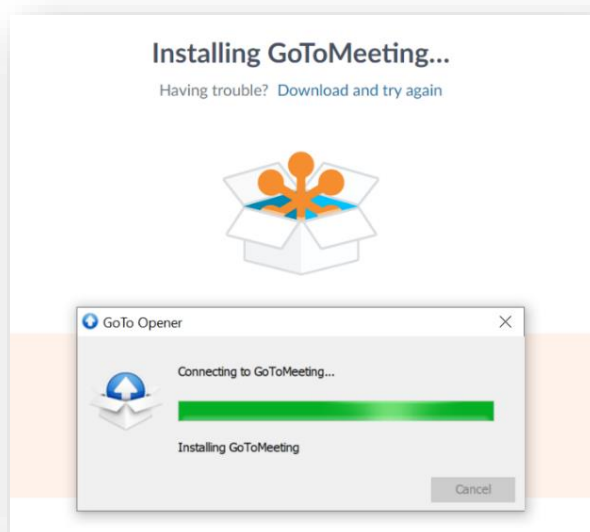
This guide has been prepared by the UNEP/AEWA Secretariat for the participants of AEWA online meeting and workshops, to facilitate the use of the GoToMeeting online conferencing platform. Participants are also asked to refer to the meeting guidelines for information on how this online meeting will be run.

1. If you haven't already done so, use the following link to **download the GoToMeeting application** (available for free): <https://support.goto.com/meeting/help/download-now-g2m010002>.

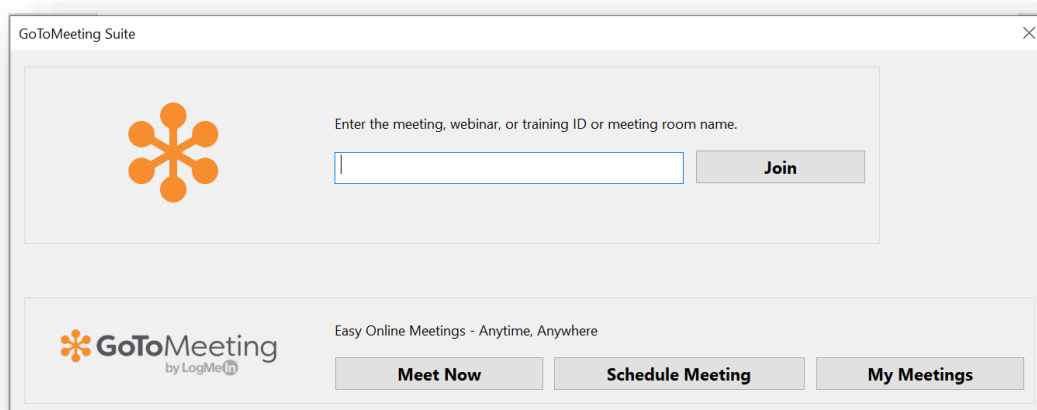


**NOTE:** You can also join the meeting via your web browser by clicking on the meeting link – without downloading the application. However, **we strongly recommend downloading the GoToMeeting application**, in order to ensure a stable connection with the meeting as well as the availability of all the various functions outlined further below. Please note that you will not be able to participate in the meeting by connecting from your phone.

2. Once the application is downloaded, **install it** on your device by pressing on the downloaded file to open it.



3. The following window will pop up when the application is installed. The same window appears on your screen every time you open the GoToMeeting application on your device.



You can join the meeting by entering the **access code** indicated in the invitation or simply by clicking on the **invitation link**. Here is an example:

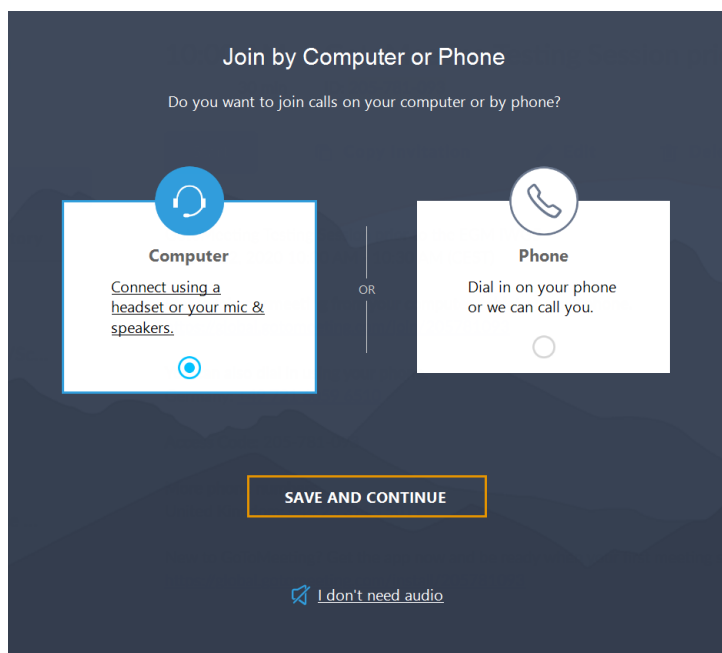
GoToMeeting Testing Session prior to the EGM IWG5  
Fri, Jun 12, 2020 10:00 AM - 10:30 AM (CEST)

Please join my meeting from your computer, tablet or smartphone.  
<https://global.gotomeeting.com/join/205781093>

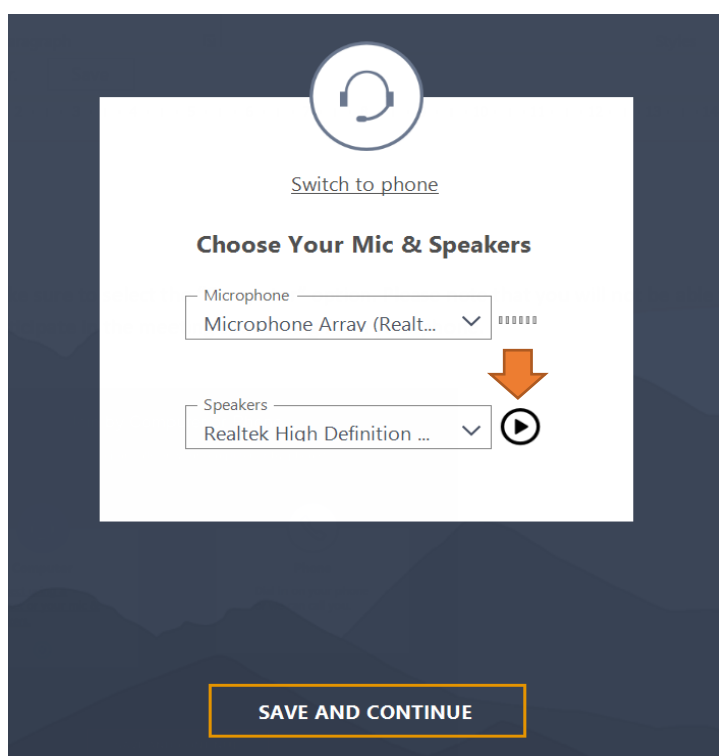
You can also dial in using your phone.  
Germany: [+49 721 6059 6510](tel:+4972160596510)

Access Code: [205-781-093](#)

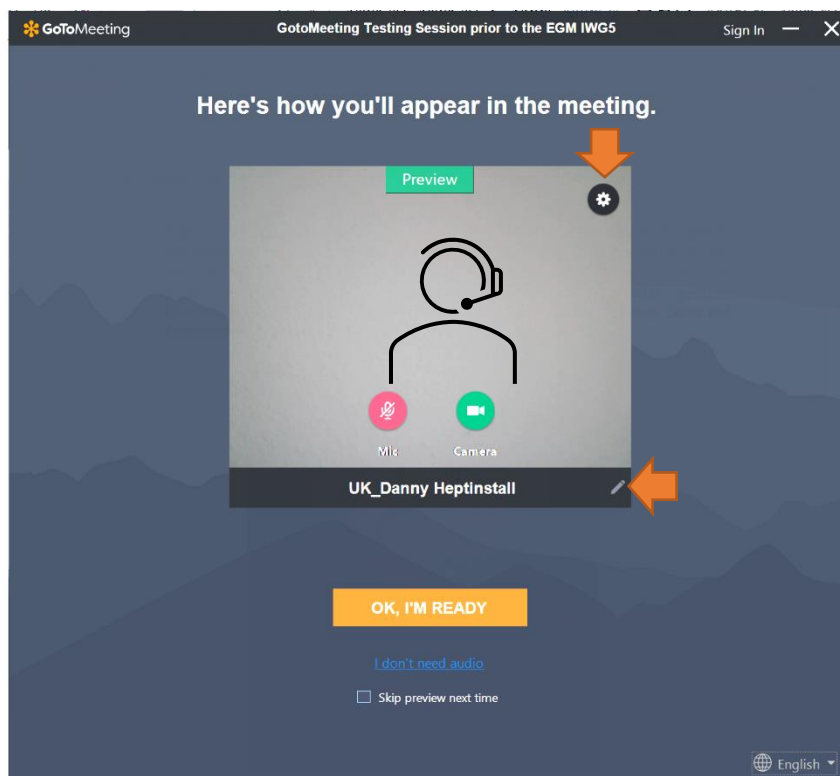
4. In the following window which appears next, **select the “Computer” option**. Please remember that it will not be possible to participate in the meeting by connecting from your phone.



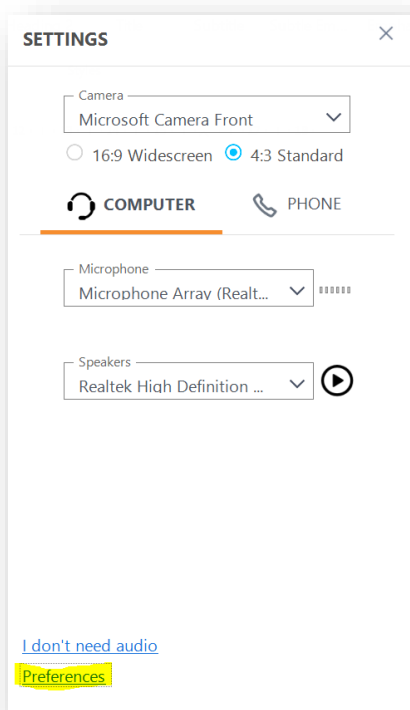
5. **Select the microphone and speakers** that you will be using during the meeting from the drop-down lists. You can also test your speakers by pressing the button next to the drop-down menu.



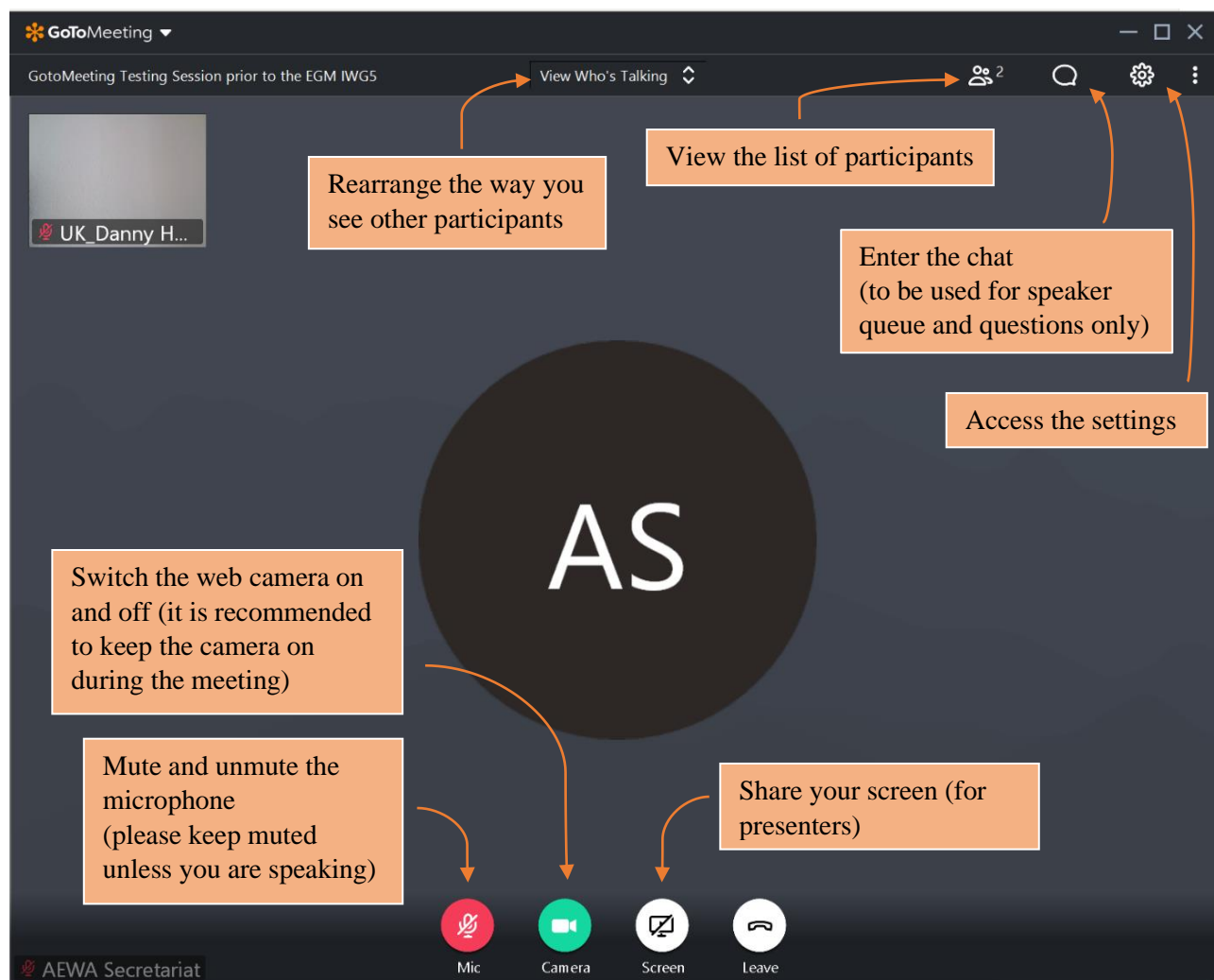
6. A preview from your web camera will appear next. You can **adjust your camera, microphone and speaker settings** by pressing the settings icon on the upper right corner. You can also **modify how your name appears** in the meeting if you click on the pencil sign below your preview. Please do so by **inserting and saving** your **First Name** and your **Family Name**.



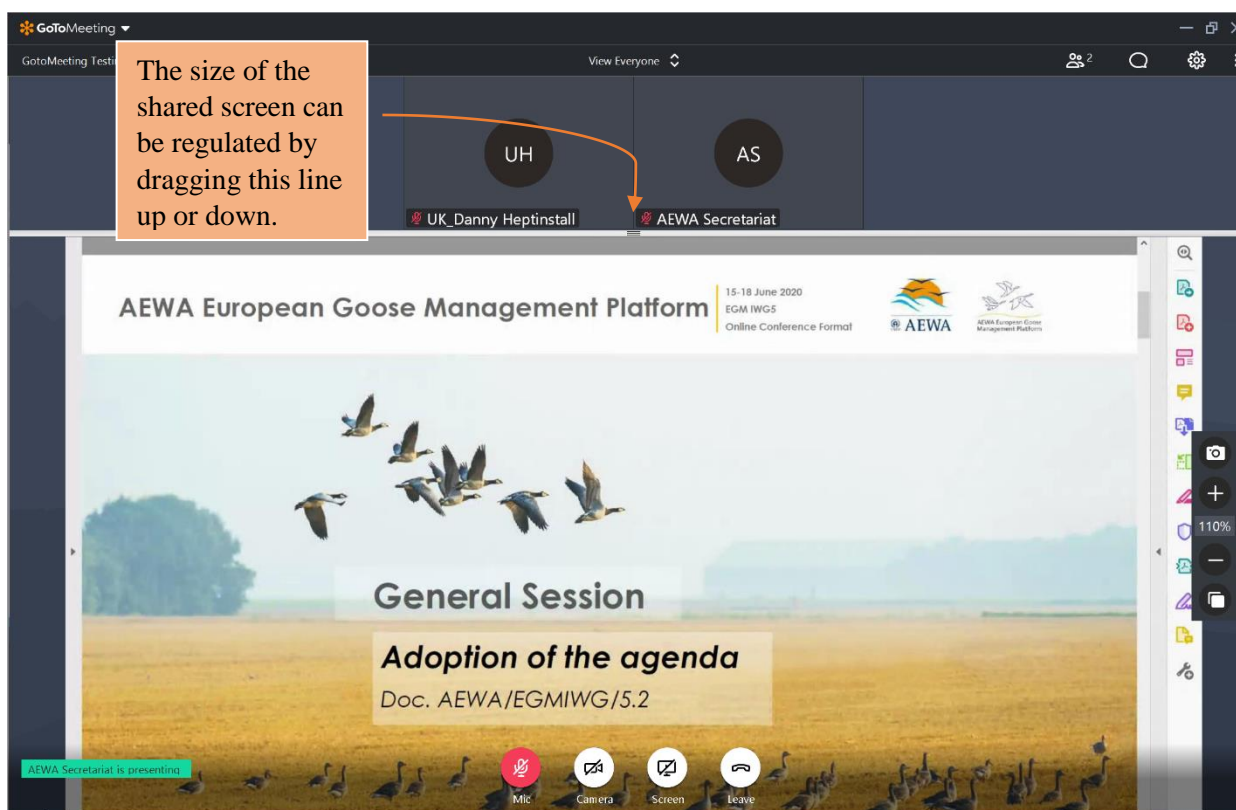
In the pop-up that appears when you click on the settings icon, you can also use the **“Preferences”** section below for more **advanced settings**:



7. You will **join the meeting** as the next step. Please see the image below for information on the screen icons:



8. You can **zoom in and out** on the shared presentation slides if you are joining the meeting using the downloaded GoToMeeting application:



9. If you would like to contact someone from the online meeting privately, this option is also available when using the downloaded application. Choose the “Send Chat Message” option after right-clicking on the name of the person in the list of participants.

