


Presbytery of Susquehanna Valley - GotoMeeting Instructions for chairs of committees and teams

Basic operating instructions

With a GoToMeeting account, an organizer can schedule and host meetings, grant and revoke attendee privileges like passing the presenter role and invite/dismiss attendees. Presbytery of Susquehanna Valley user id is: gotomeeting@susvalpresby.org and the password is: **presbyeph412**. You must let the office administrator (with a copy to the executive presbyter and moderator) know when you are scheduling a gotomeeting so that it may be placed on the calendar and more importantly, so that we can abide by the requirement that only one meeting is scheduled and conducted at one time. **Gototmeeting is for official Presbytery business and is not for individual church or personal use (according to license we have).**

- Organizers need to download the GoToMeeting software on their computers before they can schedule or conduct meetings. This is simple and may be done by going to www.gotomeeting.com and entering the user id and password and following instructions.
- Organizer must be present at the start of any meeting as the meeting host.
- Organizers are responsible for creating scheduled meetings or starting impromptu meetings.
- Organizers invite attendees and may do so via phone, email or instant message.
- GoToMeeting meetings can be started from the  icon in the PC system tray, the Mac GoToMeeting Suite icon, the GoToMeeting Web site, the GoToMeeting Outlook bar or the GoToMeeting Messenger button.

Once a meeting starts, the organizer becomes the meeting presenter. During the meeting, the organizer may pass the role of presenter to other attendees or promote an attendee to co-organizer

To play video and audio from your PC, follow these steps.

To share video:

1. Right click on Desktop
2. Choose Properties
3. Click Settings
4. Click Advanced
5. Choose Troubleshoot
6. Slide bar to None

To play sound from the video

1. Organizer must join the meeting from VoIP
2. Be sure the audio on the GoToMeeting set up shows your preferred Sound Card option
 - This is done by Right clicking on the GoToMeeting flower in your Systems Tray
 - Choose Preferences then Audio
 - Check the Audio and Mic windows to be sure the Sound Card option is your preferred choice
3. Double click on your Volume icon
4. Choose Options
5. Make sure Mixer Device is set to RealTek (or other default choice)
6. Click Recording and check Stereo Mix, Click OK
7. Be sure Stereo Mix is checked and not on Mic

If still no sound....

1. Start Menu
2. Follow the path: Programs - Accessories - Entertainment - Sound Recorder
3. Click Edit
4. Click Audio Properties - change all to Real Tek (or other default choice)

Note that the organizer will not be able to speak (through VoIP) with this set up. To be able to speak after the playback is finished, follow the same steps backwards.