

To Use Go To Meeting

You will receive an email with the Go To Meeting invitation from Ray of Hope Online Resources & Consulting. Included in the email will be a link to your session as well as a call in number. Please make sure to write this number down on a piece of paper. This number will only be used as a backup during your session if you are having internet problems, and/or audio problems during the session.

For first time users, click on the link in the email to download Go To Meeting onto your computer at least an hour before your session to make sure you have the software installed. **YOU WILL ONLY HAVE TO DO THIS BEFORE YOUR FIRST SESSION!** If for some reason you have issues downloading this software please contact the front desk at 678-213-2194 and let them know.

At the time of your session, click on the hyperlink in your e-mail to join. It will take you directly into your session. If your professional has not arrived to the meeting yet, you will see this comment on your screen. Please wait at this screen, when your professional joins you will see that he/she has entered the meeting.

You will be asked to put in your e-mail address and your name before entering the meeting. Click on OK, and it will bring you into the meeting.

- Once you join the meeting, make sure you select the following options:
 - o Click on Share My Webcam
 - o Select Mic & Speakers to use audio through the computer.
 - If the audio is not working through the computer, you can select Telephone and the call in information will appear.

