The web site with information is:

http://www.bartonccc.edu/administration/is/techinfo/meetingsoftware/index.html

GoToMeeting is a web conferencing tool which currently allows us to only have 10 organizer accounts. An organizer is the person who can either setup meetings to start in the future or start a meeting now. Each meeting has a limit of 25 people. GoToMeeting allows you to utilize the phone as your audio choice. The phone number is not toll free. We have found that the phone number works better than dealing with computer mics and speakers.

The GoToMeeting web site is here:
http://www.gotomeeting.com/
If you want more details or a training video go here:
http://www.gotomeeting.com/fec/online_meeting

The first thing to do on a laptop or desktop is go to http://www.gotomeeting.com and click on "Host a Meeting" which will install the software. A login box will appear just close it for now. Then if you click on the arrow by your task bar on the lower right side of your screen you will find the GoToMeeting Group Icon. Drag it to the task bar so you can see it all the time. Then you can right click on it and setup or join meetings.

On an iPad go to the App store and find the GoToMeeting App (you cannot start/Host a meeting from an iPad).

To Host a meeting right click on the GoToMeeting Group Icon and select host a meeting if you are not already logged in. If you are logged in select meet now or schedule a meeting.

Once the meeting starts make sure Telephone is selected under Audio. Also expand the Attendee list and click on invite others. If you are on your college desktop then you can use the email feature. If you are not then use the copy to clipboard feature then start your web mail and paste in the information. Make sure you begin sharing something on your screen as soon as possible or people will not know what is going on. Also make sure what you share is not too large (as it will not fit on an iPad screen) or touching the side or top or bottom of the screen.