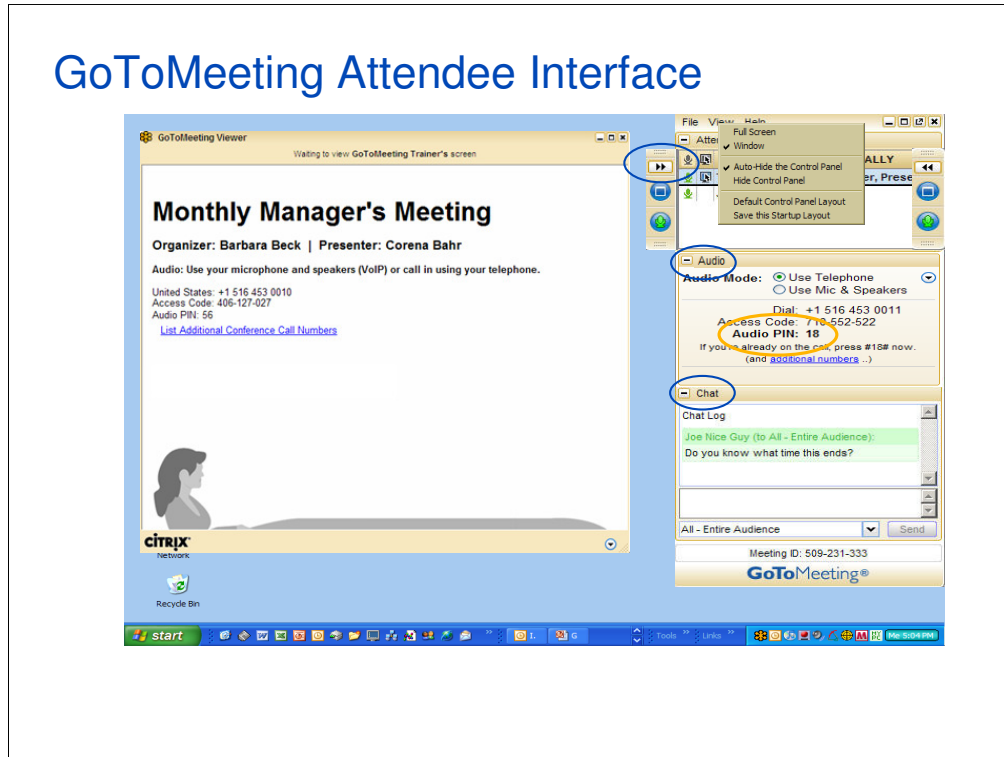


## GoToMeeting Attendee Interface



### NOTES

The GoToMeeting attendee interface is made up of two parts. The Viewer Window is where attendees see the presenter's screen. The Viewer Window can be resized by clicking and dragging the lower right corner. The Control Panel is where attendees can interact with organizers.

Click 1, 2 and 3:

- Clicking the arrows on the Grab Tab opens and closes the Control Panel.

Click 4:

- Audio pane provides audio information. If the organizer has given attendees a choice, there are two options. Attendees joined via VoIP (Use Mic & Speakers) need speakers to hear and a microphone to speak if unmuted.

Click 5 and 6:

- Attendees joined via telephone must punch in their Audio Pin on their telephone keypad so that organizers can unmute them if desired.

Click 6:

- Attendees can communicate with organizers and other attendees through the Chat box (if enabled by the organizer).

Click 7:

- In the View menu, uncheck "Auto-Hide the Control Panel" if attendees want their Control Panel to remain open.