

How to own the meeting room

Use webcams to make the most of every GoToMeeting session

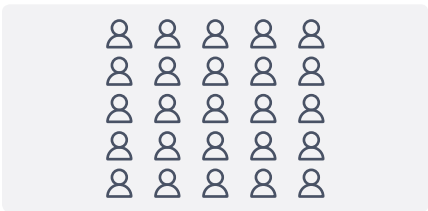
Online meetings shouldn't feel like work. Because when people truly connect, amazing things happen.

Unfortunately, some meeting tools are so concerned with webcam quantity that they ignore quality. Having hundreds of webcams can lead to slow, shaky connections. Even worse, you can't show the whole group and can only show a few webcam feeds while you're sharing your screen. The result: distracted attendees scrolling through webcams when they should be engaging in your meeting.

That's not the case with GoToMeeting. You can see up to 25 webcams in clear video while you share your screen – it's what our customers asked for most, so we made it our default setting. The experience is simple and professional, with intuitive controls.

Here are some tips and tricks for GoToMeeting that can help you make real connections:

Meet 'n greet



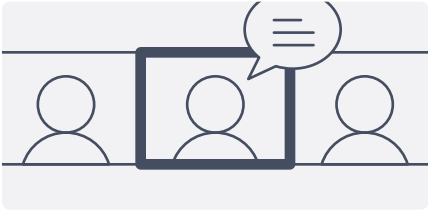
When the meeting starts, share your webcam and encourage others to do the same as they arrive. Up to 25 people can join and say hi at the same time.

Beware the overshare



Keep things professional when you're presenting. Instead of showing your whole screen, share a specific application to hide your desktop, task bar and email inbox. [Learn how](#) in our help files.

Camera-go-round



Choose the view you like best. When meeting with a large group, set your view to only display the person speaking. Prefer to see everyone at once? The default green box will show you who's talking.

Pause to peruse



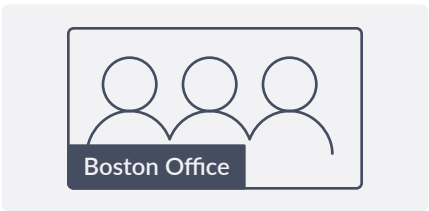
Pausing your screen is an easy way to keep the presentation live while you search frantically for that one thing someone asked about that you know you have somewhere. Be sure to unpause when you find it!

Size up



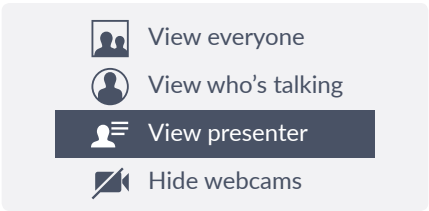
You can adjust the size of the webcam view to suit your meeting needs. Shrink the webcams to focus on the presentation or expand them for more authentic face-to-face collaboration.

Know your name



Calling in from a conference room with others there? Make sure your attendee name reflects that. A simple change to something like "Boston Office" or "Team Room 10" helps clear things up.

Eyes up front



Is someone else sharing their screen? Switch to the presenter webcam view so you can focus on who's running the show. Fewer distractions this way.

Divide and conquer



Have a multi-monitor setup? Select the two-screens option when another presenter takes over. You can keep their content in one window and everyone's webcams in another.

Silence, please



People tend to leave their mics on. Rather than interrupt the meeting to ask about background noise, just mute the offender yourself. GoToMeeting will show who's "talking" in the control panel.

Open questions



Once you finish your presentation, make sure you're using the Everyone webcam filter for Q&A. You'll be able to see the whole group and check for questions (or confused looks).

Quick tips for looking good on webcam

- Keep your background presentable
- Sit somewhere with good lighting
- Put the camera lens at eye level
- Remember to smile!

Create connections

Just because there's no water cooler doesn't mean you can't make small talk. You can still nurture work relationships – even when you're in different time zones.

- Talk upcoming weekend or vacation plans
- Ask for movie, book or show recommendations
- Show off your four-legged family members on webcam

"We feel like we're more connected. Being able to see everyone's faces on webcam and their non-verbal reactions – it all worked really well."

Cecilia Roberts
Business Analyst, CPG