

Remote Meeting Participation *How To Guide*

Introduction

Recently, Peel Senior Link (PSL) introduced **GoToMeeting** to facilitate remote participation in Board and Committee meetings.

In order to provide the best possible user experience, it is recommended that remote participation consists of two parts simultaneously:

- **Part One – Log in to GoToMeeting**
This enables participants to view the presenters' screen, which may include the posted documents reviewed at the meeting; however, more importantly any materials that are not included in the posted package such as a live demonstration of new software or an article or document of interest that has come to light since the materials were posted.
- **Part Two – Log in to the Board Website**
This enables participants to view the meeting materials in a format large enough for each participant.

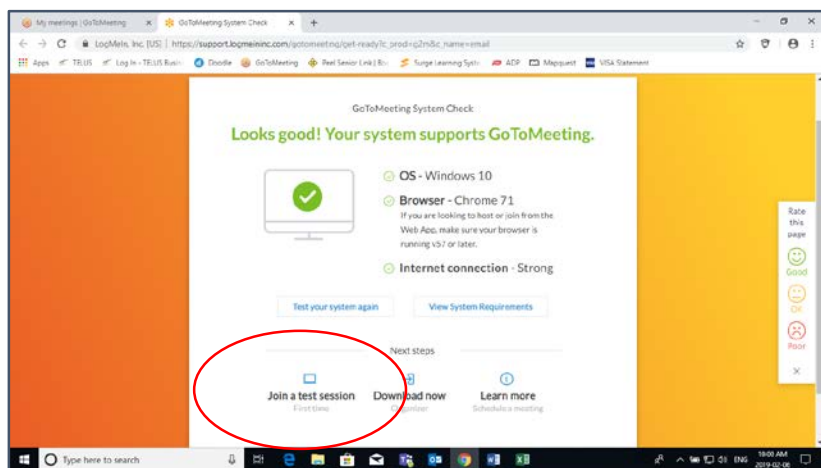
The following document provides step-by-step instructions for achieving both parts.

Although not optimal, when a participant is unable to log in to the GoToMeeting website, participation by telephone only is satisfactory. The dial in numbers are provided below as well as included on every Agenda and in every meeting invite.

Part 1: Log in to GoToMeeting

When accessing GoToMeeting for the first time, please test system compatibility prior to the meeting by entering this address into the browser: <https://link.gotomeeting.com/system-check>

You will arrive at this page which will walk you through testing your system:

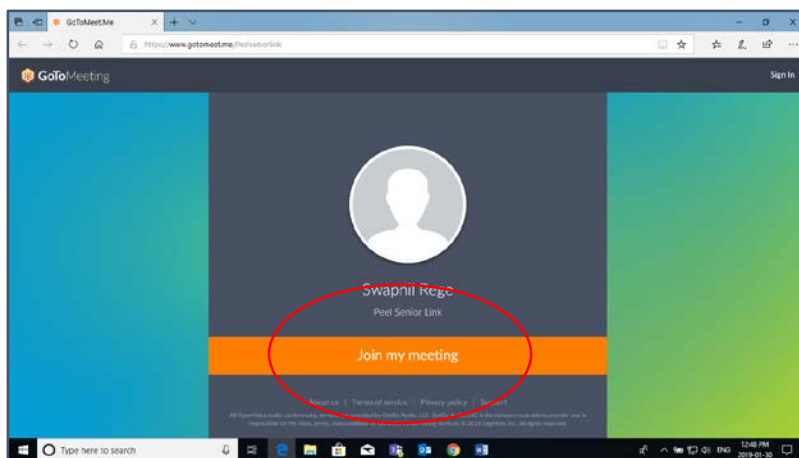


Click **Join a test session**

If you have not used GoToMeeting prior, you will be asked to Run GoToMeeting Opener. Click on the downloaded file and it will initiate automatically.

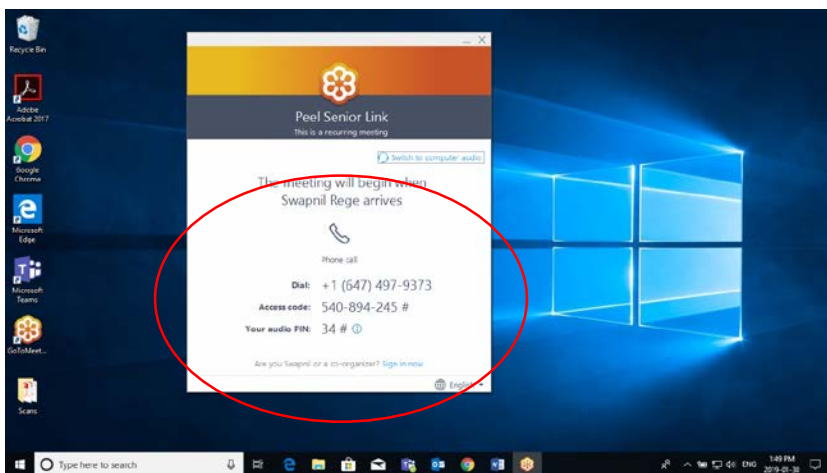
After successfully completing the system test, enter the following website into the browser:
<https://www.gotomeet.me/Peelseniorlink>. This link is provided at the top of each Agenda as well as in every meeting invite.

You will arrive at this page:



Click **Join my meeting**

You will arrive at this page:



Dial in using the Phone Number and Access Code provided:

Dial In: +1 (647) 497-9373

Access Code: 540-894-245

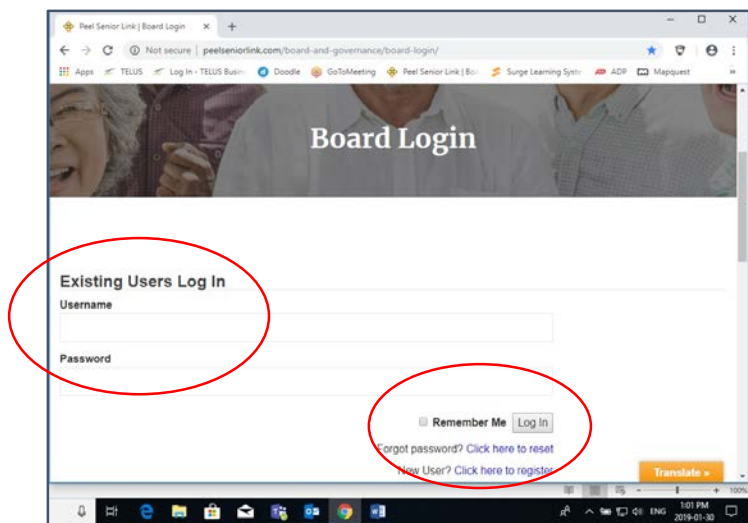
As a one-time measure, should a Board member be participating in the meeting by telephone only, this is also the dial in number to use for that purpose.

Your computer will join the meeting automatically once the Organizer logs in. You will then be able to view the presenter's screen on your computer.

Part 2: Log in to the Board Website

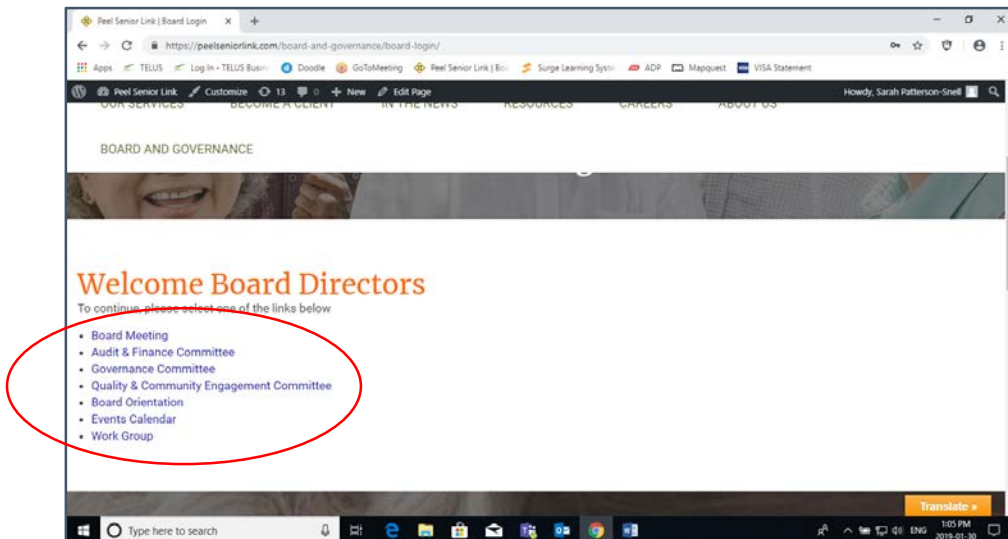
Enter the following website into the browser: <http://peelseniorlink.com/board-and-governance/board-login/>

You will arrive at this page:



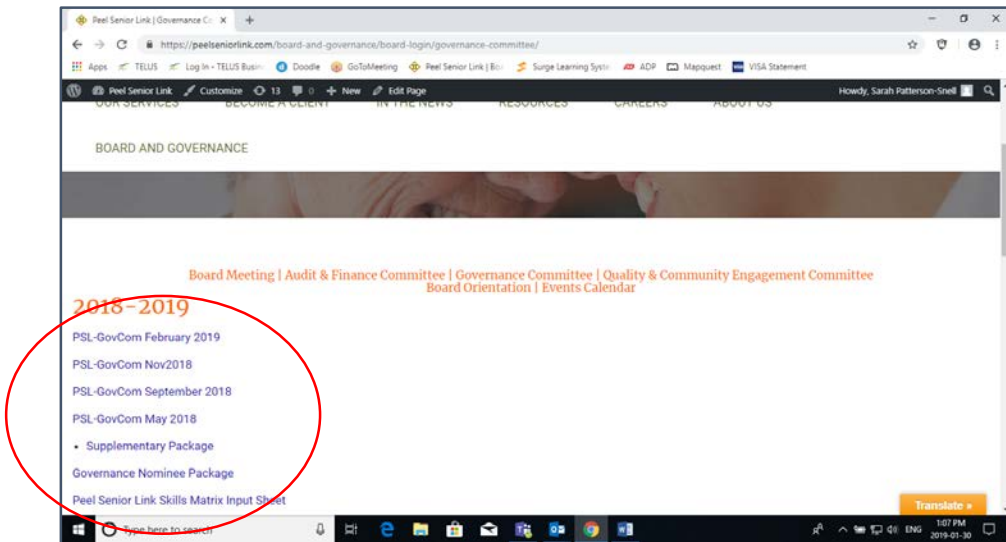
Enter the Username and Password and Click **Log In**

You will arrive at this page:



Click the appropriate name of the Board or Committee from the list at the left side of the screen. In this example, we are joining the Governance Committee Meeting.

You will arrive at this page:



Click on the appropriate meeting date from the list at the left side of the screen.

The package of meeting materials will open for review.