User Guide

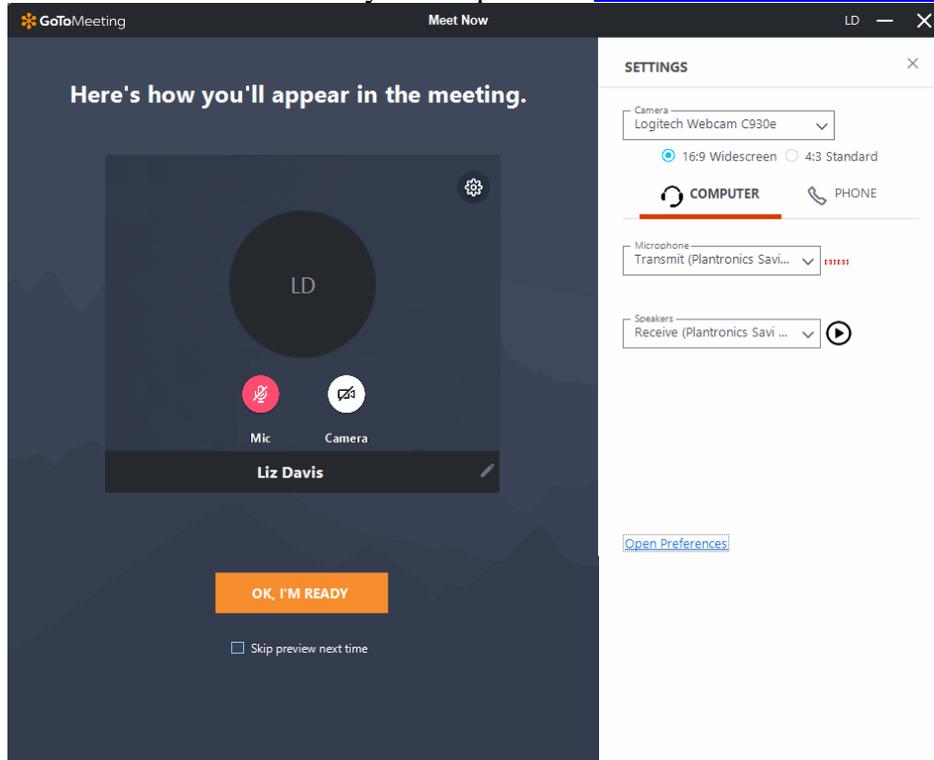## Get started with the new GoToMeeting experience!

- [Set up audio & camera](#)
- [Mute & unmute](#)
- [Share your camera](#)
- [Share your screen](#)

Set up your audio and camera

When you first join, you'll be prompted to choose which audio method and camera you'd like to use and how you'll appear in the meeting upon launch. Click the Settings icon to switch audio modes or devices.

- Select **Computer** to use your computer's mic and speakers.
- Select **Phone** to use your telephone to dial in to the audio conference or to have GoToMeeting call you.
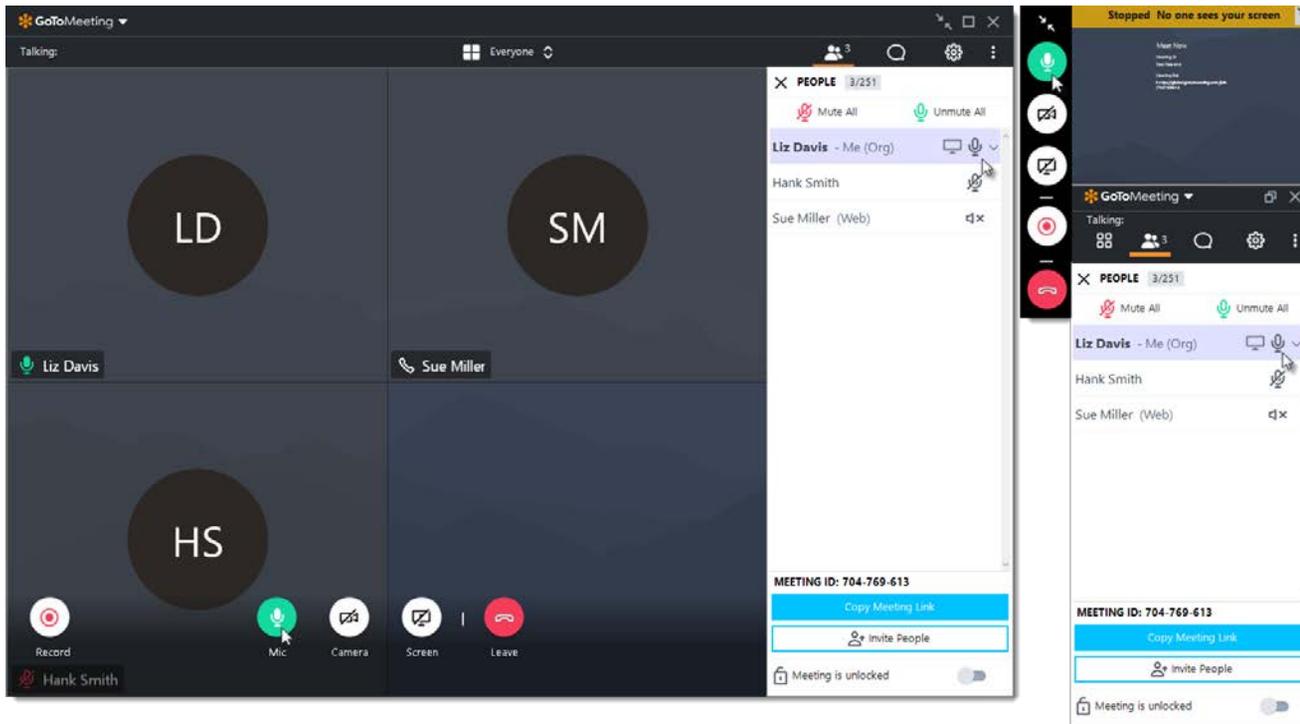
Mute and unmute yourself

Control your audio using the Audio icon at the bottom of your Viewer, in the Attendee list, or Grab Tab.

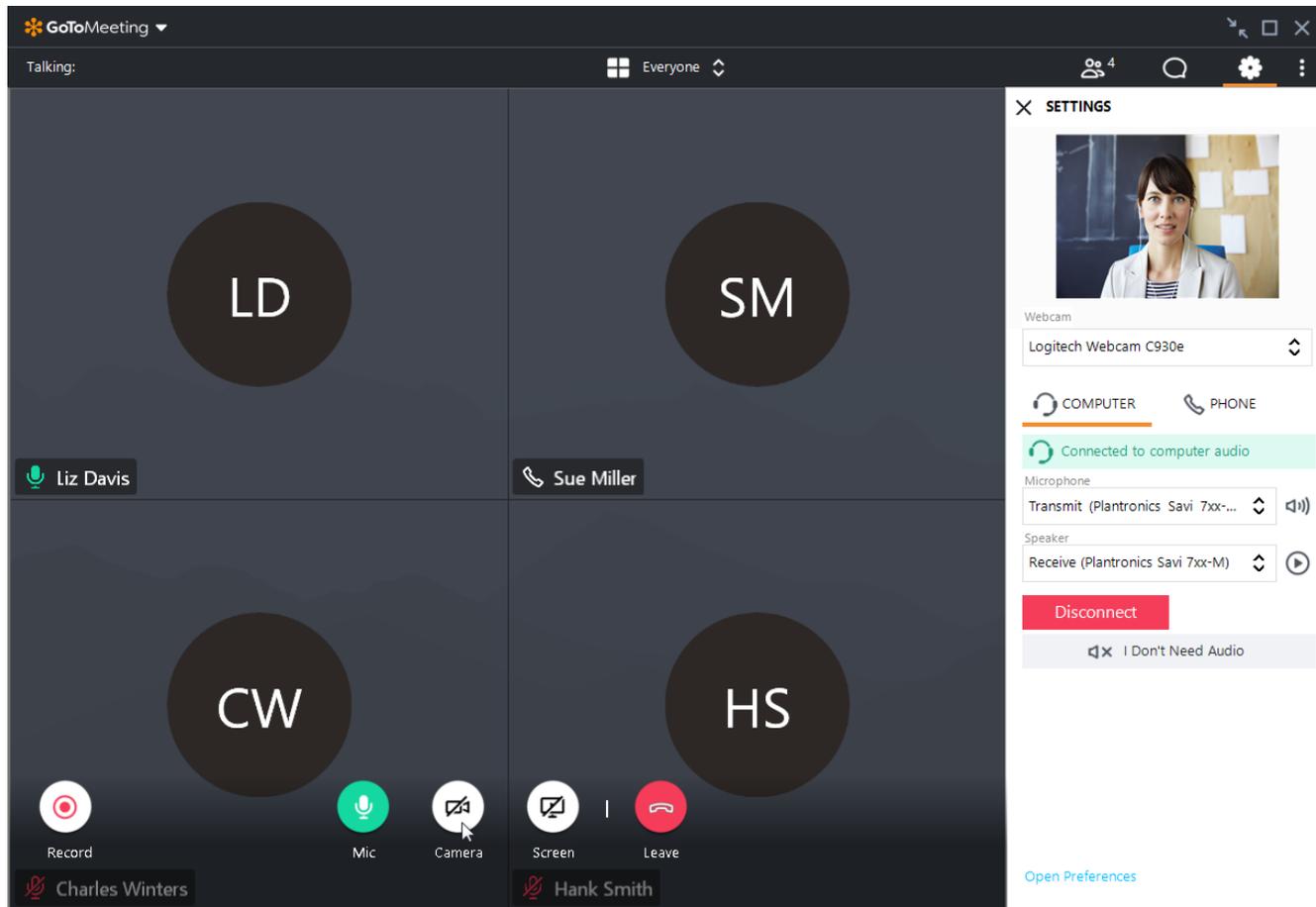Your Audio icon glows green when you are unmuted and red when you are muted. Learn more.

You can switch between Computer and Phone audio by clicking the Settings icon.

Share your camera

Smile! You can start and stop sharing your camera using the **Camera icon** in the Viewer or Control Panel. Learn more.

Do you want to preview your camera first? Click the **Settings** icon. You will instantly see a preview of your camera feed.

Share your screen

You can share your screen or even a specific application with other attendees in the meeting.

Use the Screen button in the Viewer or Control Panel to quickly start and stop sharing your screen. [Learn more](#).