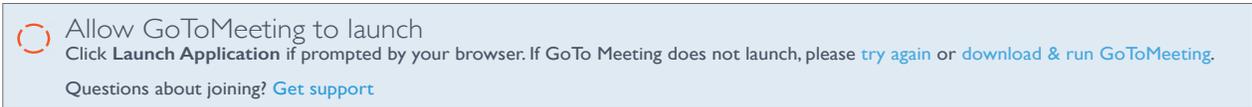


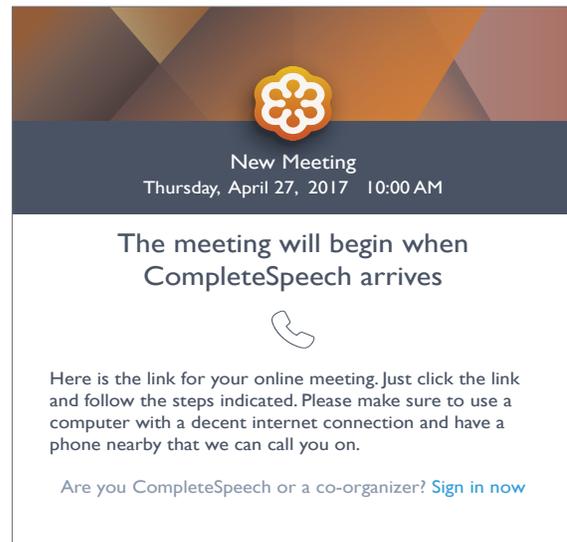
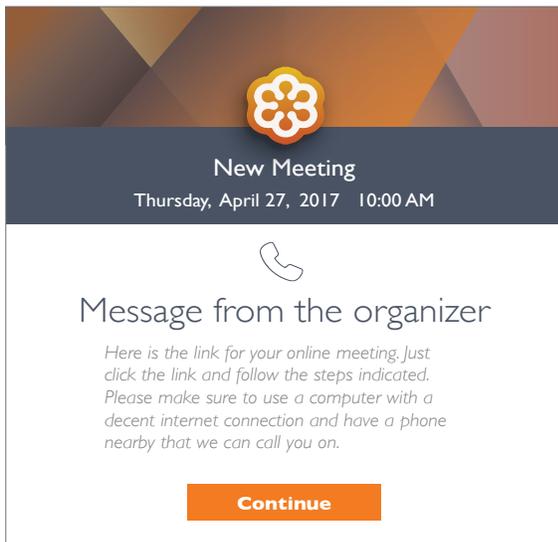
Joining a GoToMeeting

- [1] Click on the link that was sent to your email from a CompleteSpeech representative before the date and time of your meeting.
- [2] The GoToMeeting website will open and look like the following:



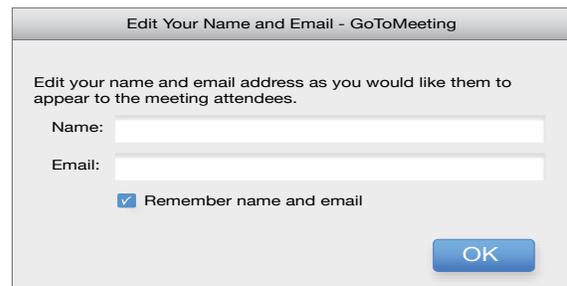
*A small pop-up screen may appear asking if you want to open the "Citrix Launcher", click YES. This may take a few minutes.

- [3] A small screen will open with an option to click continue. Click Continue.
- [4] The Meeting message will then appear:



- [5] If you have joined the meeting before the CompleteSpeech representative has started the meeting, wait a few minutes for them to join. If no one joins please feel free to call our office at the number at the bottom of this document. If the CompleteSpeech representative has already started the meeting, they will be notified through GoToMeeting when you join. They will then call you at the number you gave CompleteSpeech previously.

- [6] Once connected on both ends a little gray box may appear asking you for your name and email. Type that information into the designated areas and hit "Okay." You will not get spammed by doing this.



- [7] You should now be able to see the CompleteSpeech representatives computer screen on your computer screen. You can enlarge the screen to full size if you prefer. Make sure to get connected by phone with the representative if they have not called you at this point in order to complete your demo/training.