



## How to schedule a meeting using Online Meeting

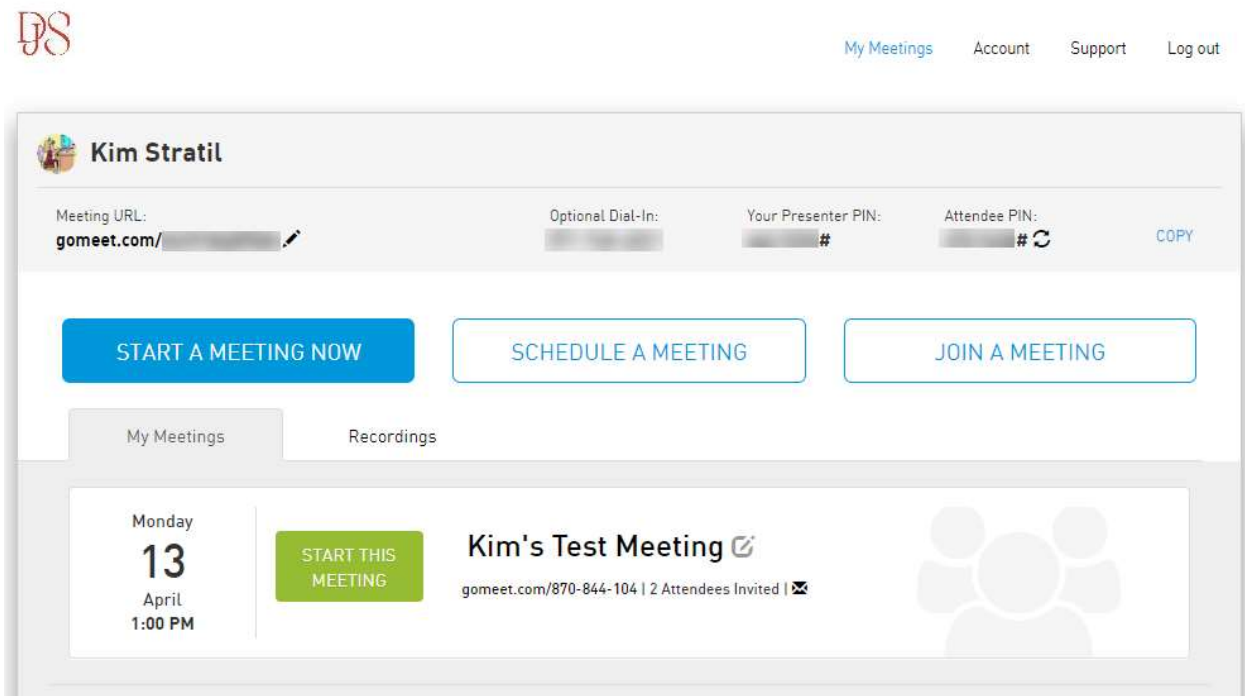
NOTE: When scheduling meetings, especially with individuals outside of your organization, please do not schedule them via Outlook or the Elevate software. The following way is the most secure way to schedule a meeting.

Go to: <https://GoMeet.com>

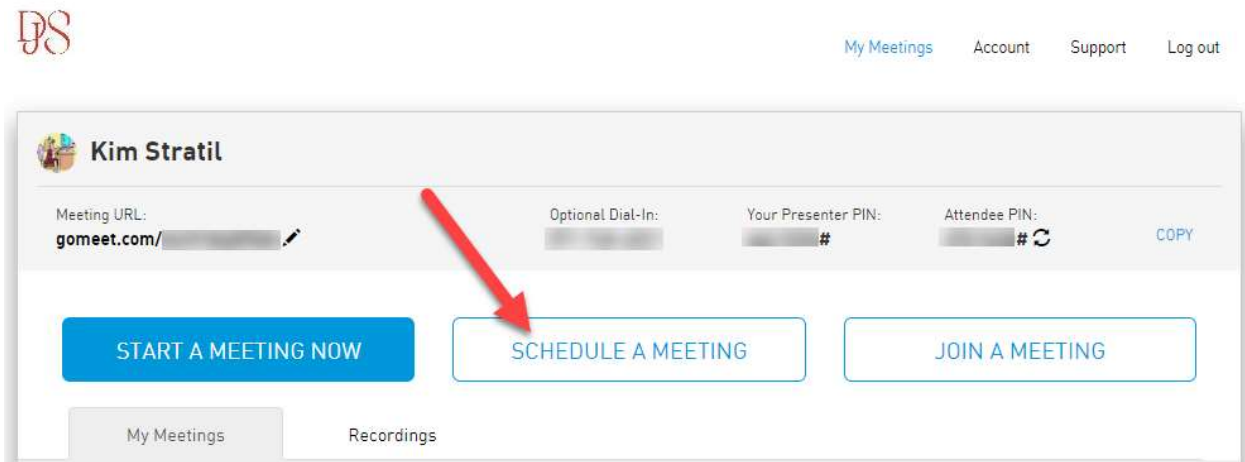
You should see a screen similar to the one above. Log into this service using your full e-mail address and your associated password. The full e-mail address includes your name to the left of the @ and the domain to the right of the @ in your e-mail address.



Once you log in, your screen will look similar to the following.



To schedule a new meeting, click on the button “**SCHEDULE A MEETING**”.





You will then see the following screen:

The screenshot shows a web form titled "Schedule a Meeting". It includes a title field, a calendar for selecting a date, a time selection field, a meeting duration dropdown, a timezone dropdown, a checkbox for recurring events, and a field for inviting attendees. Red arrows with numbers 1 through 8 point to the following elements: 1. Title field, 2. Calendar (specifically the date April 14th), 3. Time selection field, 4. Meeting duration dropdown, 5. Timezone dropdown, 6. "This is a recurring event" checkbox, 7. "Invite Attendees" field, and 8. "SCHEDULE" button.

Fill in all of the required information:

- 1.) A title for the meeting. This will show both in the invitations that are sent out and on the website page that the attendee will log into.
- 2.) Select the day the meeting will occur.
- 3.) Select the time of day the meeting will occur. Attendees will only be able to log in a few minutes before this time.
- 4.) Select the duration for the meeting.
- 5.) Verify that the correct time zone appears here.
- 6.) If you would like this meeting to recur on a regular basis, check this box.
- 7.) Add the e-mail address of those you would like to invite to the meeting.
- 8.) Once you have completed all of the required information, click on the button "SCHEDULE" to send out the invitation.

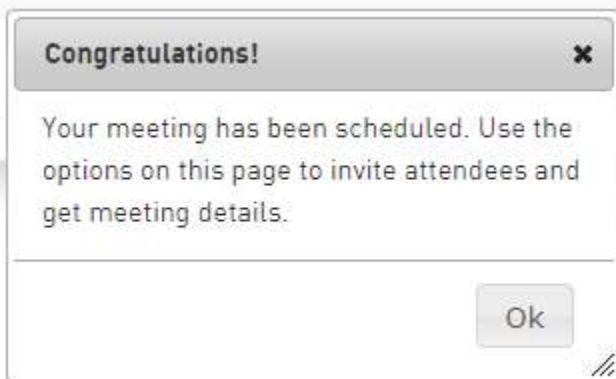


Completed it will look something like this:

The screenshot shows a web form titled "Schedule a Meeting". It includes a title field with "SE Demo Meeting", a calendar for April 2020 with the 13th selected, a time field set to 11:30 AM, a meeting duration dropdown set to 15 minutes, and a timezone dropdown set to (GMT-06:00) Central Time. There is a checkbox for "This is a recurring event" which is unchecked. On the right, there is a section "Invite Attendees (up to 50)" with a list of four attendees: Kim Stratil, Jason Bagues, Mitchell Gross, and Wendy, each with a delete button. Below this list is a note: "Separate e-mails by comma. Want to host a larger group? Schedule a Webinar". At the bottom right are "SCHEDULE" and "Cancel" buttons.

NOTE: To remove invited attendees, you can single click on their name and press the “**Delete**” key.

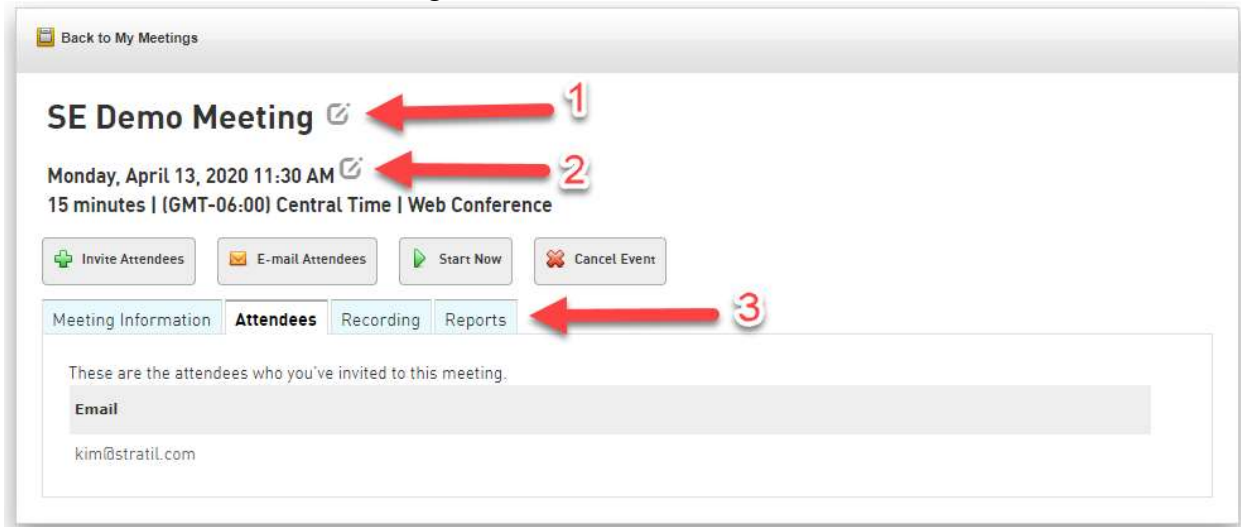
After you click on the “**SCHEDULE**” button, you will see the following:



Click on the button “**OK**”.



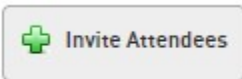
You should then see the following screen:



From here you can:

- 1.) Change the Title of the meeting
- 2.) Change the Day, Time, Duration, or send an additional note to the Attendees.
- 3.) These are informational tabs about what you have setup.

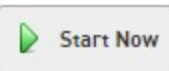
In addition, you have the following buttons:



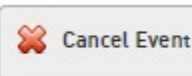
This will allow you to invite additional attendees along with adding a message to them.



This will allow you to send an additional information e-mail to all or a select group of the attendees.



You can start the meeting by clicking on this button.



You can cancel the meeting by clicking on this button.



And, on the very top left, this is a button allowing you to return to the listing of your meetings. When you click on it, be patient, it may not look like anything registered, but in a few seconds, you will return to the main meeting page.



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When you are done using the Online Meeting page, please be sure to log out.



The screenshot shows the Stratil Online Meeting interface. At the top right, there is a navigation bar with links: [My Meetings](#), [Account](#), [Support](#), and [Log out](#). A red arrow points to the [Log out](#) link. Below the navigation bar, the user's name "Dale Stratil" is displayed next to a profile icon. The main content area includes a "Meeting URL:" field with the text "gomeet.com" and a "COPY" button. There are also fields for "Optional Dial-In:", "Your Presenter PIN:", and "Attendee PIN:". Below these fields are two buttons: "SCHEDULE" (blue) and "JOIN A MEETING" (white with blue border). Underneath the buttons are tabs for "My Webinars", "Recordings", "Polls", and "Content Library". The "My Webinars" tab is selected, showing a calendar view for Monday, April 13, 11:30 AM. A green button labeled "START THIS MEETING" is next to the date. To the right of the button is the title "SE Demo Meeting" with a checkmark icon. Below the title is the text "gomeet.com/857-591-243 | 1 Attendees Invited | ✉". A group of stylized person icons is visible on the right side of the calendar view.




If you have inadvertently given out your base URL for meetings, you may want to change your information. The items displayed on the previous page are specific to you, and you can change them. However, if you have sent out meeting invites, you do not want to change the information until all of those meetings have completed. Changing this information will render previous meeting invites useless causing all kinds of complications.



In the upper left your base Meeting URL is displayed. I blurred mine in the documentation for security purposes. Yours will display a string of unique numbers and letters. If this gets out to the public, this would allow others to barge into a meeting that they were not invited to. You can change this by clicking on the pencil at the end of the URL.



Further to the right is your “Attendee PIN:”. This is the pin code that is given out for each and every meeting from the Elevate application. This would be used if someone were to use a phone and dial into a meeting. They would become an attendee via a phone or conference bridge. This is the pin that they enter to join the meeting. This does not change in the Elevate application unless you change it. It does change with each and every meeting when you send the invite via the GoMeet.com web application. This is one of many reasons why we ask that you use the website to create meeting invitations.

To change this PIN, click on the two arrows forming a circle.  This will change the pin to another random series of numbers. This new PIN will then be reflected in our Elevate application.