



# Setting up GoToMeeting in Outlook



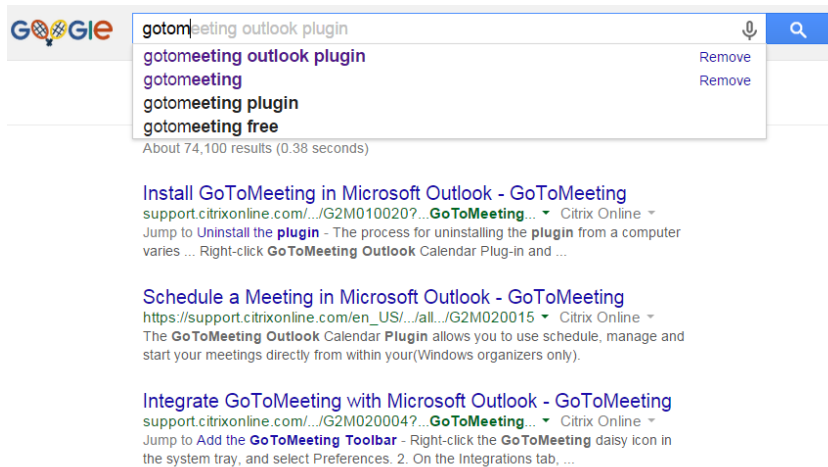
This document serves as instructions on how to setup GoToMeetings in your Outlook calendar. Before you begin, you'll need to download the GoToMeeting "plugin." The plugin isn't necessary, but makes setting things up literally as easy as clicking a button.

## Login Info:

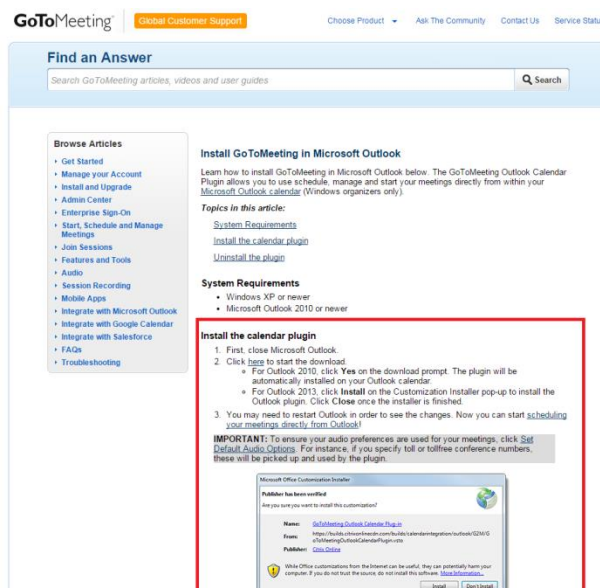
Email: [WTG2Meet@cityofsantacruz.com](mailto:WTG2Meet@cityofsantacruz.com)

Password: water2014

1. Google gotomeeting outlook plugin. Select the option titled "Install GoToMeeting in Microsoft Outlook – GoToMeeting."



2. That will take you to this page:



You'll want to focus on the area I've

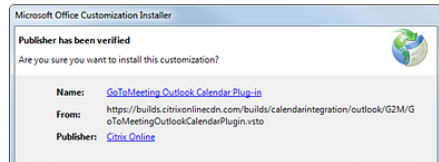
boxed in red, titled "Install the calendar plugin."

3. Click the “here” button in number 2 to start the download:

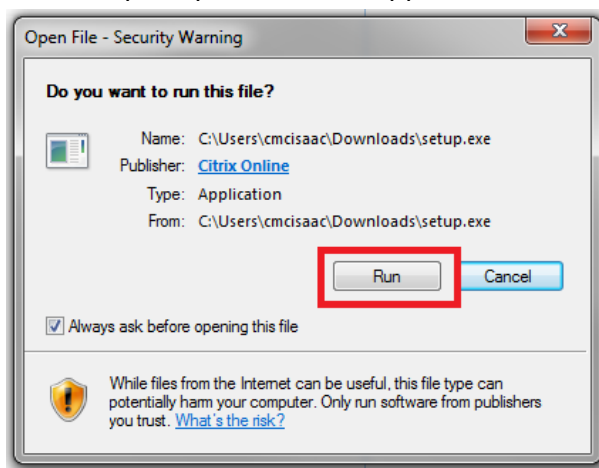
**Install the calendar plugin**

1. First, close Microsoft Outlook.
2. Click [here](#) to start the download.
  - For Outlook 2010, click **Yes** on the download prompt. The plugin will be automatically installed on your Outlook calendar.
  - For Outlook 2013, click **Install** on the Customization Installer pop-up to install the Outlook plugin. Click **Close** once the installer is finished.
3. You may need to restart Outlook in order to see the changes. Now you can start [scheduled your meetings directly from Outlook!](#)

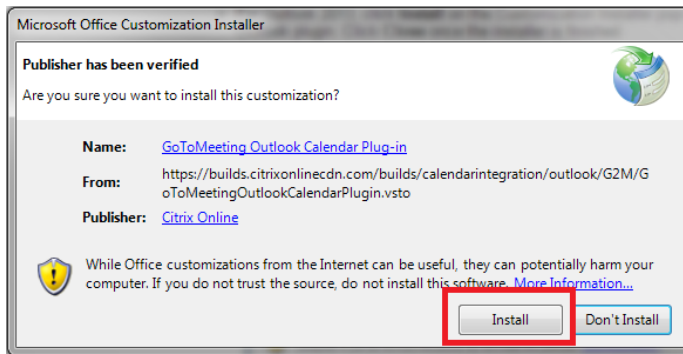
**IMPORTANT:** To ensure your audio preferences are used for your meetings, click [Set Default Audio Options](#). For instance, if you specify toll or tollfree conference numbers, these will be picked up and used by the plugin.



4. That will prompt this box to appear. Select “Run.”



5. After selecting “Run” another box will appear. Select “Install.”

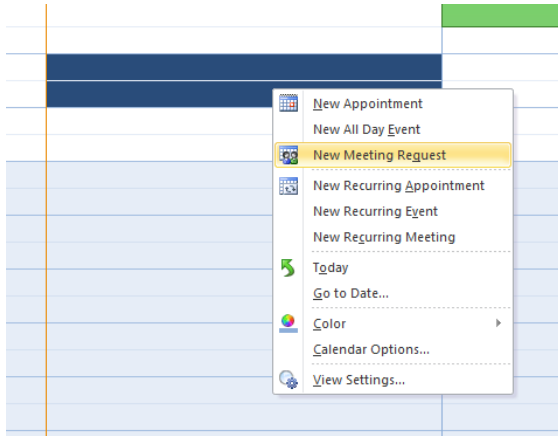


After the download is complete, close the box.

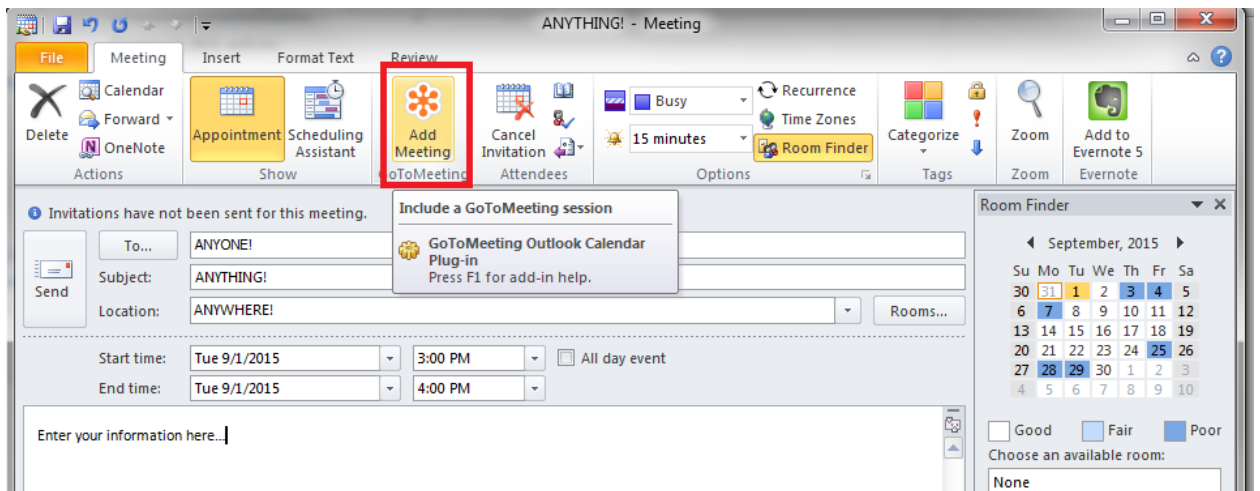
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Now that you’ve successfully downloaded the GoToMeeting plugin for your Outlook, here’s how to actually use it (keep in mind you may have to login in with the info provided above).

6. Go to your Outlook and begin setting up a meeting as you normally would...

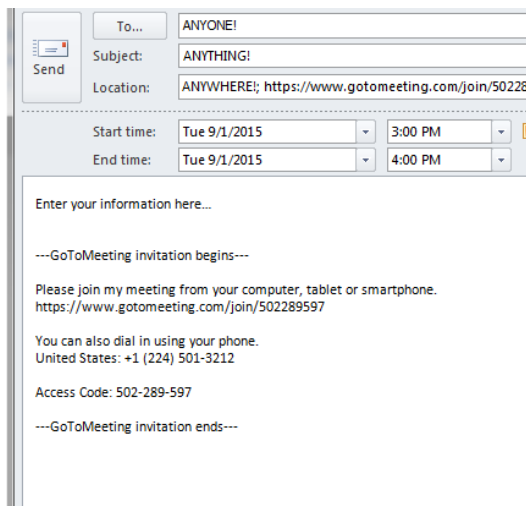


7. You'll now notice at the top of the meeting window there is this little icon:



In order to insert GoToMeeting information into your subject field of your meeting, just click this button.

8. If you've done this successfully, this should be what your subject field looks like. Voila!



You're good to send your meeting request out!