


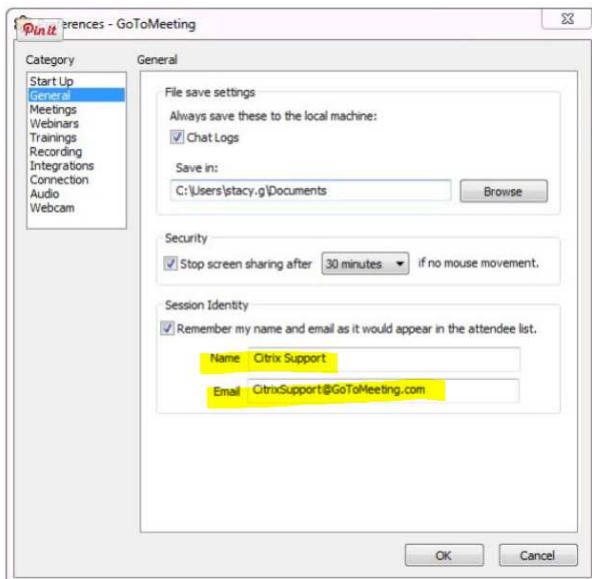
# How to Change the name/email address displayed in gotomeeting

GoToMeeting, provided by Citrix, is the software the Service Coordination division uses to host virtual monthly, mandatory department meetings. You will need to be sure your name and email are displayed correctly in order to be logged as attending the meeting. **Please enter your first and last name, NOT “Staff” or your property name with “sc” after it.** Here’s how to update your information displayed in gotomeeting;

**Before or after the meeting, do this:** Find your gotomeeting program icon – . It is probably located in your system tray which is the row of icons that show up along the bottom of your monitor. If not in your system tray, go to Start, All Programs, Citrix, and GoToMeeting. Sign in and follow steps below:

If not in-session:

1. Right click System Tray icon
2. Click **Preferences**
3. Click on **General**
4. Enter your name and email as you would like them to appear to the audience.
5. Check *Remember name and email* only if you want these changes to remain intact for future events hosted on this machine
6. Click **Ok**



**During a live meeting, do this:**

## How can I change the name and email address that is displayed to attendees when I am in a live session?

If you would like to edit the name and/or email address that will be visible to attendees but would not like to change the actual account details, you may do so by following the steps listed below:

If in-session:

1. Click **GoToMeeting** at the top of your Control Panel
2. Click **Edit Name and Email**
3. Check *Remember name and email* only if you want these changes to remain intact for future events hosted on this machine
4. Click **OK**

