

How to Appear in Douglas County District Court 1 Using GoToMeeting


Meeting Room: **DouglasDistrictCourt1** Phone Audio: **(786) 535-3211** Access Code: **560-720-029#**

GoToMeeting is compatible with any computer, tablet or smartphone with a camera, microphone, and speakers.

1. If using a tablet or smartphone:
 - a. Download the GoToMeeting app from the Apple App Store for iPhones or Google Play Store for Android
 - b. Open the GoToMeeting App and proceed to Step 3
2. From your computer, browse to **www.JoinGoToMeeting.com** (not case-sensitive).
3. Enter the Meeting Room name **DouglasDistrictCourt1** (not case-sensitive; no spaces)



4. Click **Join**
5. Click **Join my meeting**
6. If prompted, enter your name
7. If prompted, select your microphone and speakers -OR- call in using the number (786) 535-3211, Access Code 560-720-029#

8. Enable the webcam by clicking the icon 

9. Click **Share my webcam**



10. Unmute and mute the microphone or phone when appropriate 

Troubleshooting

If there is no audio heard from the courtroom, check the following:

- Speakers or headset are not muted and volume is turned up

If the courtroom is unable to hear you, check the following:

- Unmute your microphone by clicking on this icon . The icon should be green. 
- Move closer to your microphone

If the courtroom is unable to see you on camera, check the following:

- Enable your camera by clicking on this icon . The icon should be green. 