

# What Kind of Meeting Are You Organizing?



## Features



**GoToMeeting**

Web Conference

- Online meetings with up to 100 people - requires Internet service.
- Audio is built in to GoToMeeting - VoIP and toll numbers are assigned when scheduling a meeting (numbers will vary each time you schedule a meeting). Toll-free numbers and the Call Me dial-out option are also available with an OpenVoice Integrated plan add-on.
- Launch GoToMeeting from a computer, mobile device or work app, including Outlook, Google and Salesforce.
- Includes video conferencing - share your webcam and connect face to face with your attendees.
- Show your screen, share keyboard/mouse control, change presenters and use drawing tools.
- Record the GoToMeeting screen sharing and audio in one seamless video file to archive or share.
- Let people join meetings instantly from their web browser, no download needed.
- Create a personal meeting room with a custom URL to start, schedule and share your meetings easily.



**OpenVoice**

Telephone Conference

- Reservation-less conference calling - just use a phone, anytime 24/7 - no scheduling required to start an OpenVoice conference call.
- Personalized organizer credentials - dial into a dedicated OpenVoice conference bridge number with your Organizer Conference ID and PIN code. Your Conference ID and phone number do not change. The PIN code is editable in your OpenVoice settings.
- Schedule calls with the Outlook or Google add-in, OpenVoice mobile app or simply add your personalized OpenVoice conference information to a calendar invite.
- Manage your calls online instead of with your phone using the optional Web Controls feature.
- View your OpenVoice credentials and update your personal call settings from your easy-to-use OpenVoice online account.
- Record your audio calls free. Recordings are stored for up to 12 months in your OpenVoice online account, where you can download the MP3 files to your own storage for further archiving.
- Let call participants join from any telephone or with the OpenVoice mobile app.