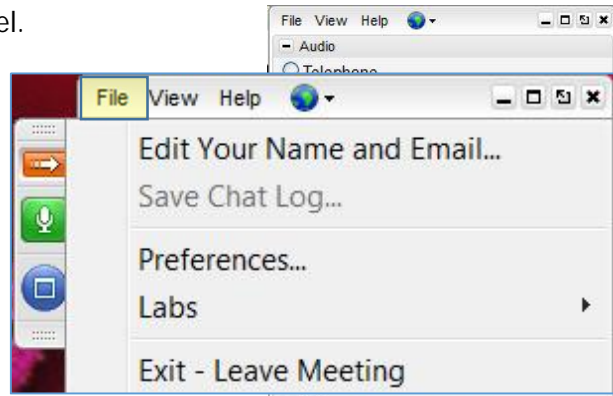## Changing Your Name in the GoToMeeting Control Panel

When you sign into GoToMeeting the first time, it asks you for a name. So you put Linda and when you get to class, there are 3 or 4 other Linda's who also put in just their first names. So, are you stuck, not knowing which Linda is you? Nope. We figured it out for you.

Click on File at the top part of your open Control Panel.

Then, click on Edit Your name and Email. You can then change the name that is showing in the Attendee window to something that shows you as the unique person you truly are.

You can also click on Preferences and change the background color of your Control Panel as well as a few other things. Be sure to check around in the menus and see how you can make it a more pleasant experience.

Note: you will only be able to make these changes when in an open GoToMeeting (or GoToWebinar) classroom. You won't be able to open a meeting room on your own.
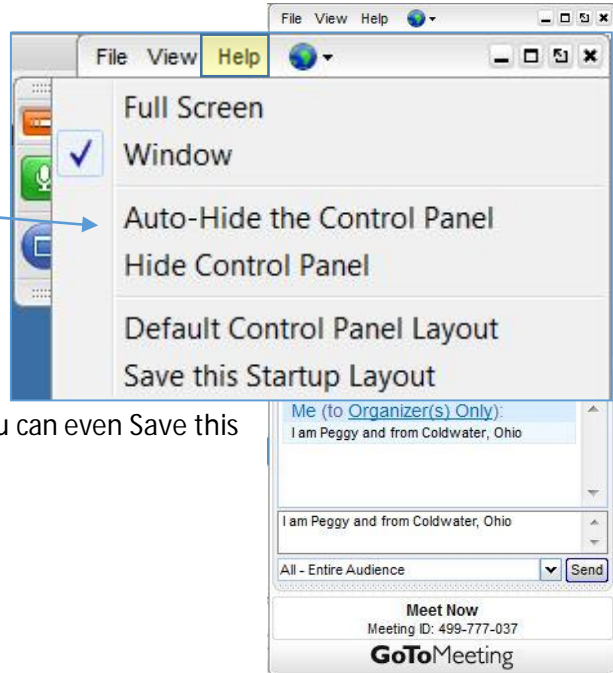
Testing your GoToMeeting Connection

To test if you can join a meeting without having an open room, go to
http://support.citrixonline.com/en_US/gotomeeting/all_files/GTM140010

Make it Quit Disappearing!

One thing I found, is that it gets really annoying having the Control Panel closing every 10 seconds. You can change that by clicking on the View menu. Click on Auto-Hide the Control Panel

You can also use the View menu to change back and forth between Full Screen and Window view.

Once you get your screen set up the way you like, you can even Save this Startup Layout so you don't have to do it every time.

Move the Control Panel

One last cool tip. You can move the Control Panel anywhere you like on the screen. Just click the Undock Control Panel button at the upper right of the Control Panel window. It is the one right next to the X that lets you leave the class. Once you click it, you can move it anywhere on the screen to get it out of your way. Don't forget you can click the orange arrow button to minimize it to just the 3 buttons too.