

# How to Appear in East Fork Justice Court Using GoToMeeting

Meeting Room: **EFJusticeCourt**

Phone Audio: **(571) 317-3122** Access Code: **379-639-301#**

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 **efjusticecourt** (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 (571) 317-3122, Access Code 379-639-301#

8. Enable the webcam by clicking the icon



9. Click **Share my webcam**

10. Unmute and mute the microphone 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. 