



GoToMeeting cheat sheet

Meeting

Ctrl + Alt + A	Mute or unmute self
Ctrl + Alt + S	Start or stop screen sharing
Ctrl + Alt + P	Pause or resume screen sharing
Ctrl + Alt + W	Start or stop webcam
Ctrl + Alt + T	Start a chat message
Ctrl + Alt + U	Switch to computer or phone audio
Alt or F10	Open GoToMeeting menu
Ctrl + Alt + 1	Toggle Audio tab
Ctrl + Alt + 2	Toggle Screen Sharing tab
Ctrl + Alt + 3	Toggle Webcam tab
Ctrl + Alt + C	Show or hide Chat pane
Ctrl + Alt + V	Show or hide Audience View pane
Ctrl + Alt + L	Show or hide Attendee List pane
Shift + Ctrl + A	Open GoToMeeting Audio Assistant
Alt + F4	Exit meeting

Organizer

Alt + M	Mute or unmute all participants
Alt + I	Invite other participants
Alt + R	Start or pause recording
Alt + L	Lock or unlock meeting

Viewer

Shift + Alt + V	Open Viewer options menu
Shift + Alt + W	Open Webcam options menu
Shift + Alt + A	Open Audio options menu
F11	Switch to full screen
Ctrl + Alt + M	Expand or collapse the Control Panel

Device & settings shortcut

Shift + Ctrl + M	Open Microphone devices drop-down menu
Shift + Ctrl + S	Open Speaker devices drop-down menu
Shift + Ctrl + C	Open sound check

Alt + B Open name & email window

Ctrl + Alt + O Open Preferences window

Drawing tools shortcuts

Shift + Ctrl + 1 Switch to pen tool

Shift + Ctrl + 2 Switch to highlighter tool

Shift + Ctrl + 3 Switch to spotlight tool

Shift + Ctrl + E Erase all drawings

Source: goto.com

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More information: defkey.com/ar/gotomeeting-shortcuts

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