



# 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

*Last modification: 9/16/2020 7:30:08 AM*

*More information: [defkey.com/gotomeeting-shortcuts](https://defkey.com/gotomeeting-shortcuts)*