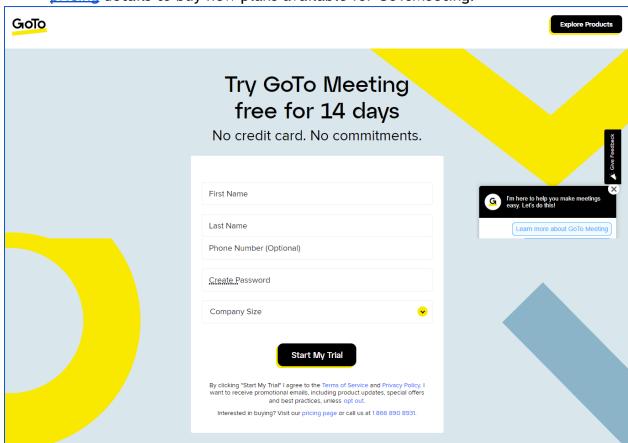
GoToMeeting Connected System

Overview

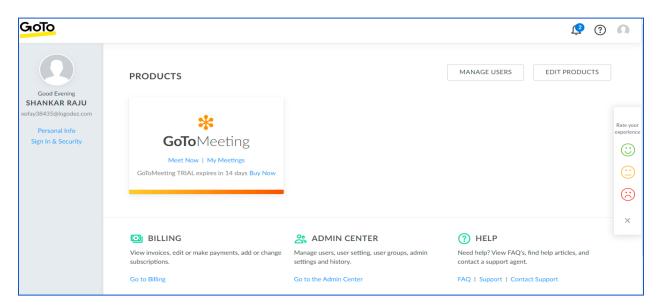
The GoTomeeting connected system allows users to Create, Update, Get, Delete and Start and Get historical meetings. GoToMeeting Connected System uses the GoToMeeting API to access its functionality. Before gaining access to the GoToMeeting platform's APIs, the connected system must first authenticate with it. The access token includes details about your app and the authorizations needed for it to use the resources and APIs. We need to register on the GoToMeeting website in order to receive an access token.

How to create a GoToMeeting Account

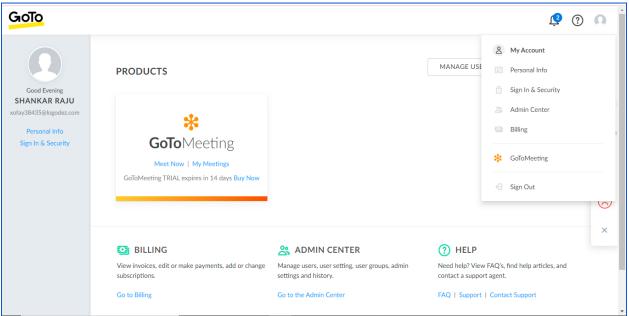
• Create an account on the <u>GoToMeeting</u> website and start the trial mode. Refer <u>pricing</u> details to buy new plans available for GoToMeeting.



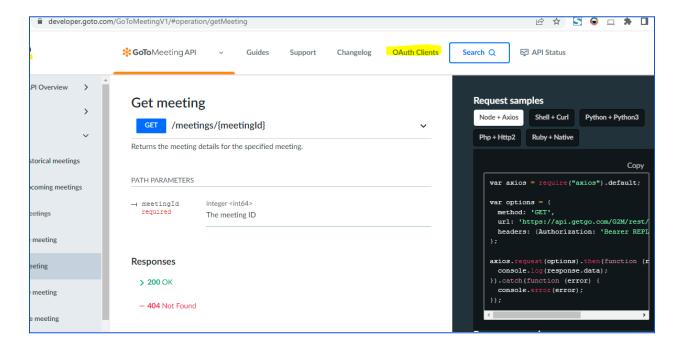
• After creating the account we will be redirected to the below page.



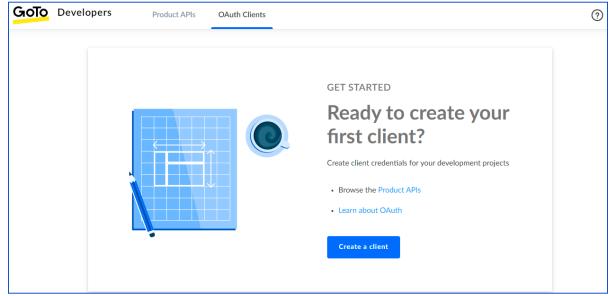
 We can set up types of security methods in the Sign In & Security tab for GoToMeeting if needed.



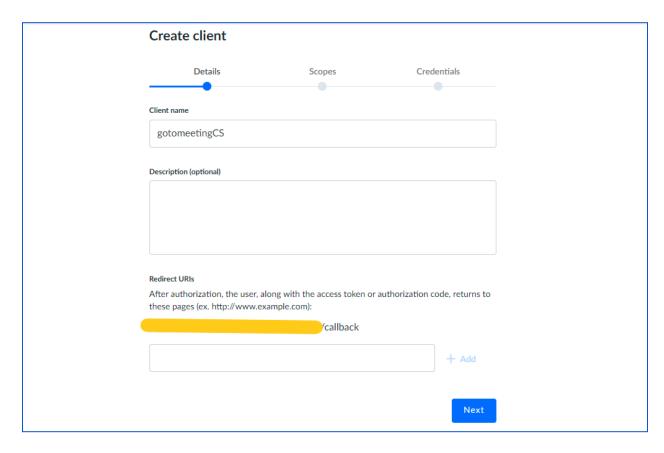
• To get access tokens we need to create a new OAuth Client. Go to the GoToMeeting documentation page and we can find the OAuth Clients tab as shown below.



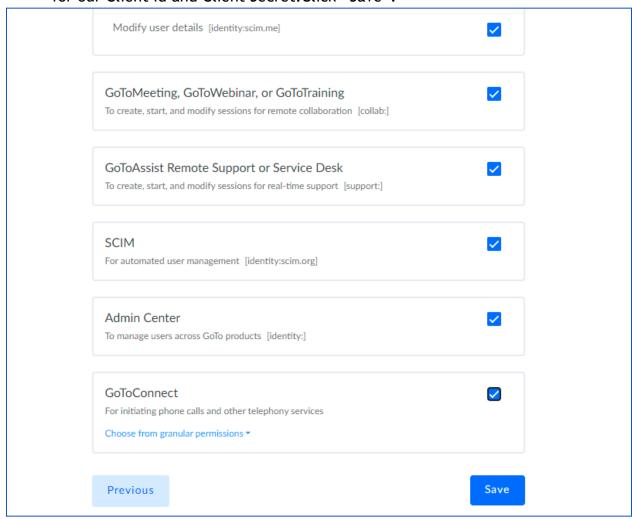
Once we go to this page, click the "Create a client" button.



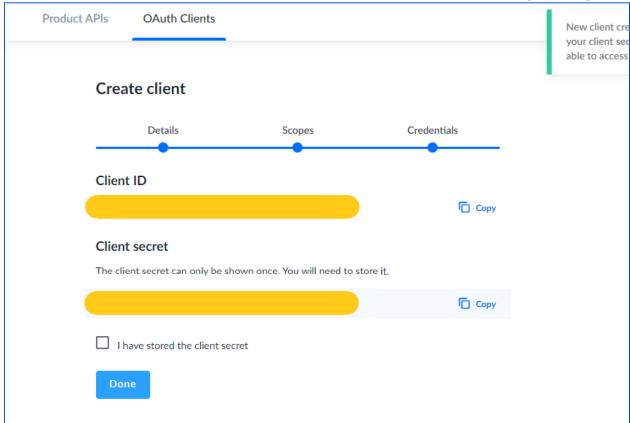
• After entering the required information that is client name , Redirect URIs and click "Next".



• Select the options that we need, In our case we can select all to get full access for our Client Id and Client Secret. Click "Save".

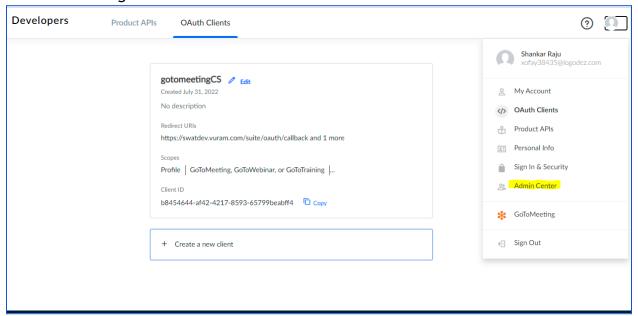


• Now we will be redirected to the Credentials page where we can find the Client Id and Client Secret. Store the Client Id and Client Secret wherever you prefer for our future use. Once we stored the Credentials, check the "I have stored the client secret" checkbox and click "Done". Now we are good to go.

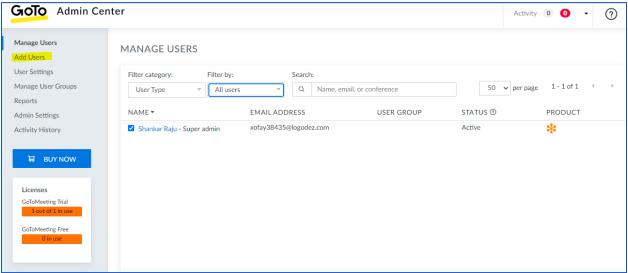


Adding a Co-organizer

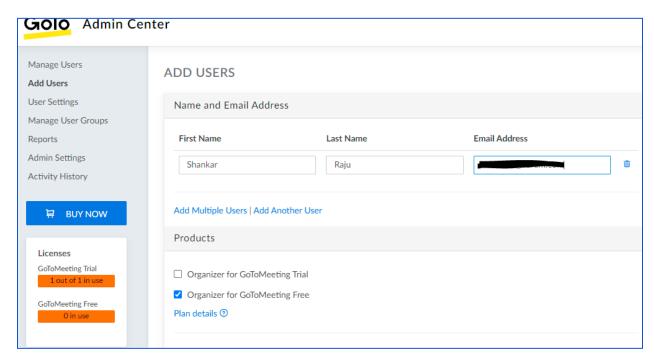
- In GoToMeeting, organizers can also add co-organizers to schedule the meeting.
 To add co-organizers go to "Admin Center" as shown below.
- Co-organizers are individuals who have access to the same organizer tools and features during a meeting. They help to facilitate the session or even start it on the organizer's behalf.



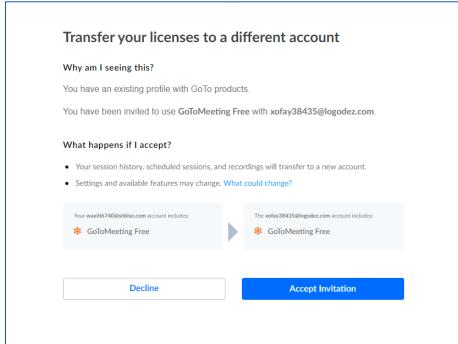
• After that, go to the "Add Users" page.



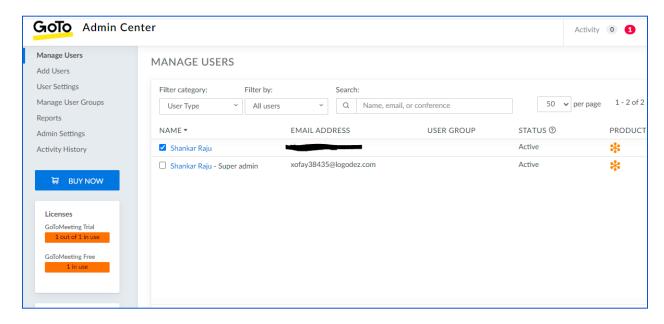
 Here we can add our co-organizers First Name, Last Name and Email Address. If the co-organizer has the Trial account check the "Organizer for GoToMeeting Trail" else if the co-organizer has no trial account check "Organizer for GoToMeeting Free" and click "Save".



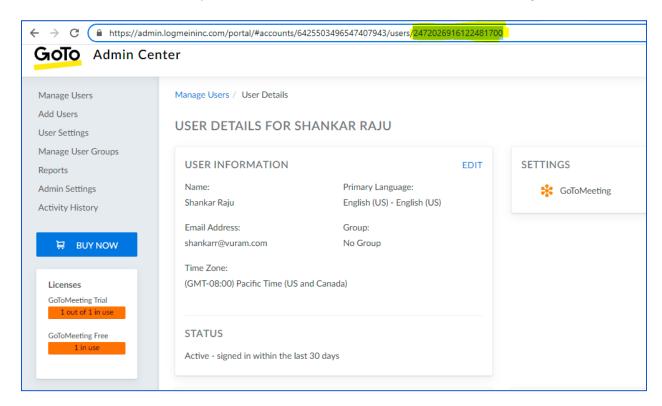
• The co-organizer will receive the invitation as shown in the image below. The co-organizer should accept this invitation.



• Then navigate to the "Manage Users" page. We can find our Organizer, Co-organizer listed as shown in the below image.

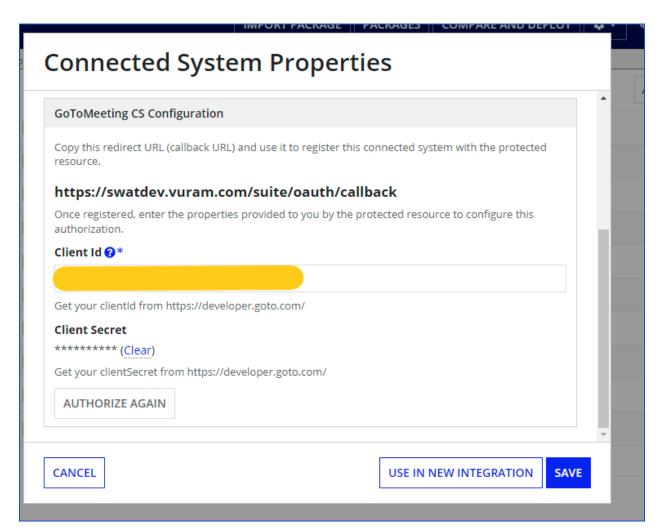


 If we need to find the Organizer key or Co-organizer key, click on the username. The key will be in the Url as shown in the below image.

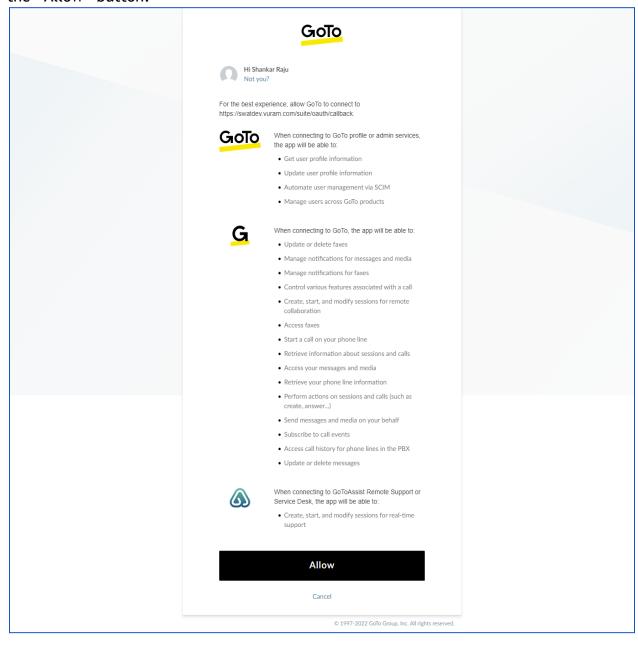


Connected System - Authorization

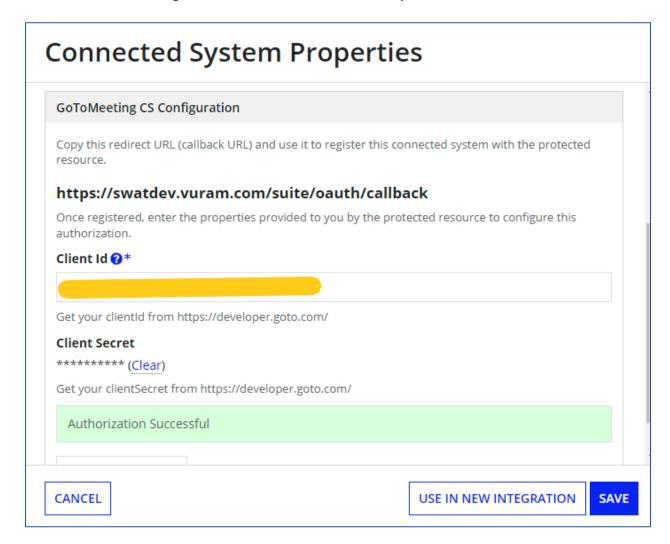
• Paste the copied Client Id and Client Secret in the Client Id and Client Secret fields and click "Authorize".



 It will ask to allow the following permissions as shown in the image below. Click the "Allow" button.



• After clicking the "Allow" button and if the token is received successfully the success message will show in the Connected System as shown below.

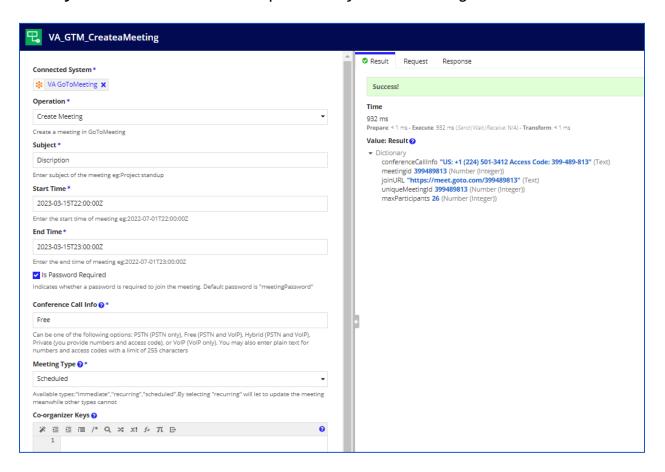


Integrations in this Connected System

These are the integrations that are generally supported by this connected system.

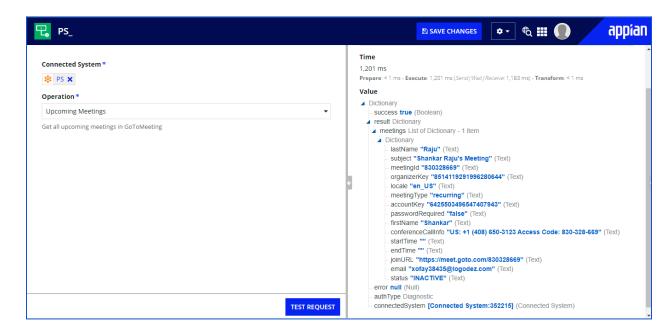
Create Meeting

- Integration to create a new meeting.
 meetingId This is the unique meetingId generated during the creation of
 - joinURL This is the unique URL to join the meeting.



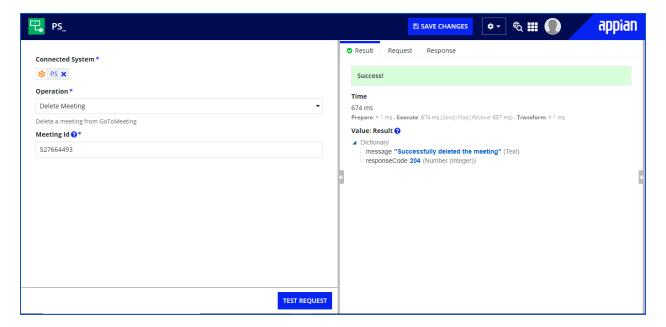
Upcoming Meetings

 Get all the upcoming meetings that are scheduled. Organizer Key also returned here.



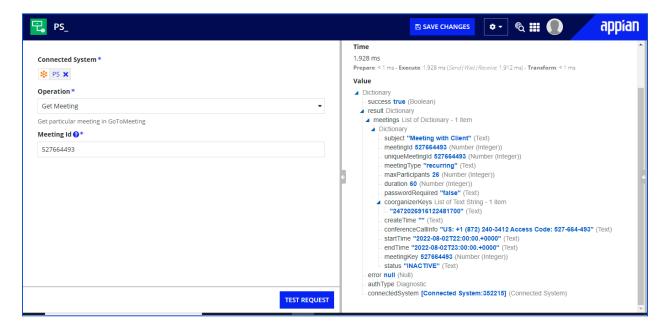
Delete Meeting

Integration to delete the particular meeting identified by the meetingId.



Get Meeting

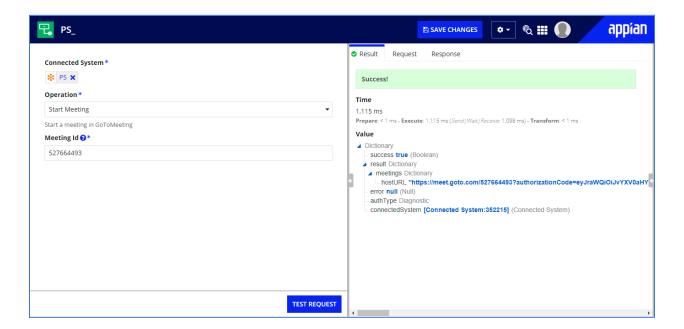
 Integration to get a particular meeting using a meetingId. Enter the particular meetingId to get details. It will also return Co-organizer keys if the meeting is created with Co-organizer keys.



Start Meeting

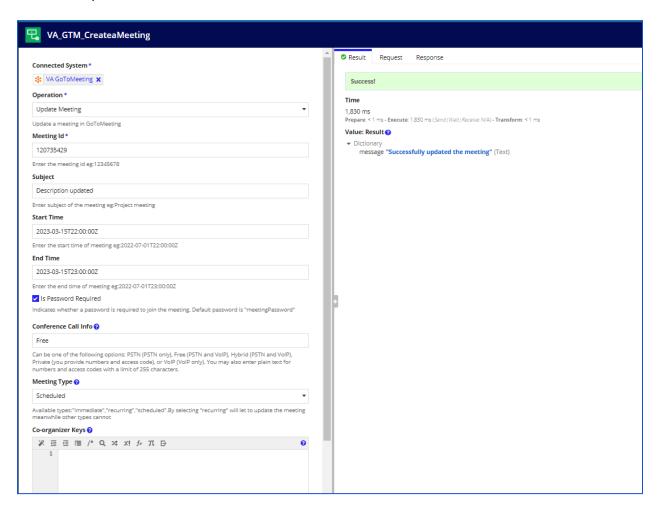
- Integration starts a meeting using a meetingId.
 hostURL The unique meeting URL with authorizationCode attached to it to start the meeting.
- Returns a host URL that can be used to start a meeting. When this URL is opened in a web browser, the GoToMeeting client will be downloaded and launched and the meeting will start.

Note: The end user is not required to login to a client.



Update Meeting

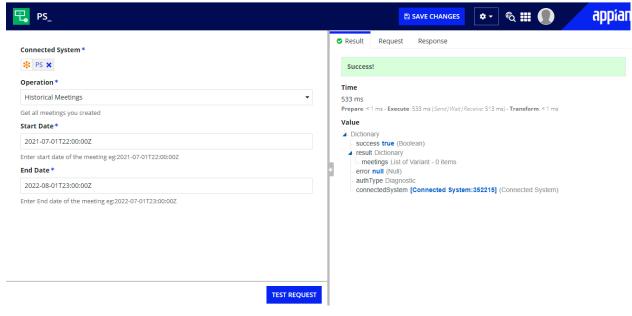
• Integration to update an existing meeting specified by meetingld that we need to update.



Historical Meetings

• Get historical meetings for the currently authenticated organizer that started within the specified date/time range.

Note: Meetings which are still ongoing at the time of the request are **NOT** contained in the result array.



Get Attendees By Meeting

- Integration that lists all attendees for specified meetingId of historical meeting.
- The historical meetings can be fetched using "Get historical meetings". For
 users with Admin role this call returns attendees for any meeting. For any other
 user the call will return attendees for meetings on which the user is a valid
 organizer.

Note: Client requires the Admin Center scope (identity:) to execute this API request.

