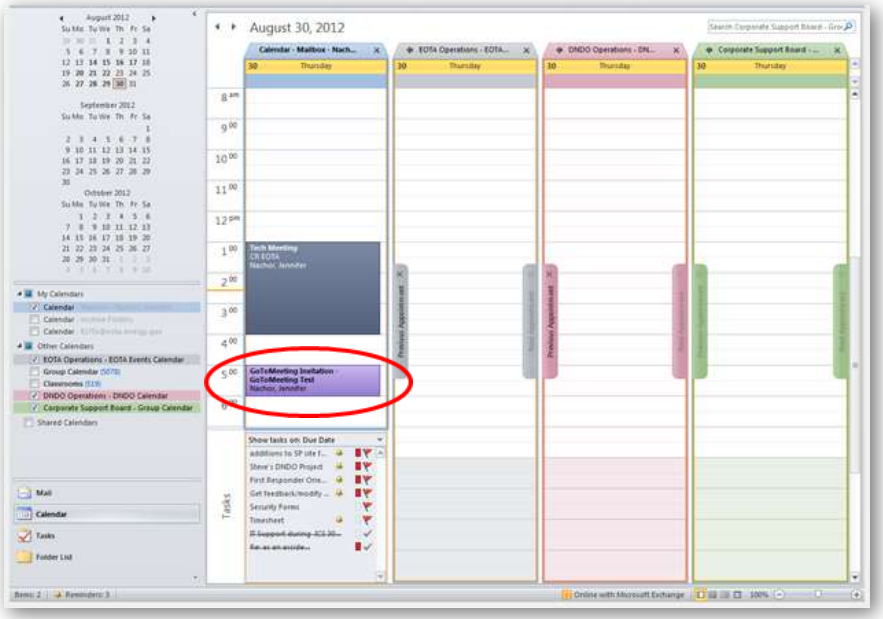
Schedule a GoToMeeting in EOTA Conference Room:

1. Schedule the GoToMeeting through the GoToMeeting dashboard and 'invite' the EOTA Group Calendar and the EOTA Conference Room by adding the following emails addresses to the **'To'** field:
    - GroupCalendar@eota.energy.gov
    - creota@eota.energy.gov

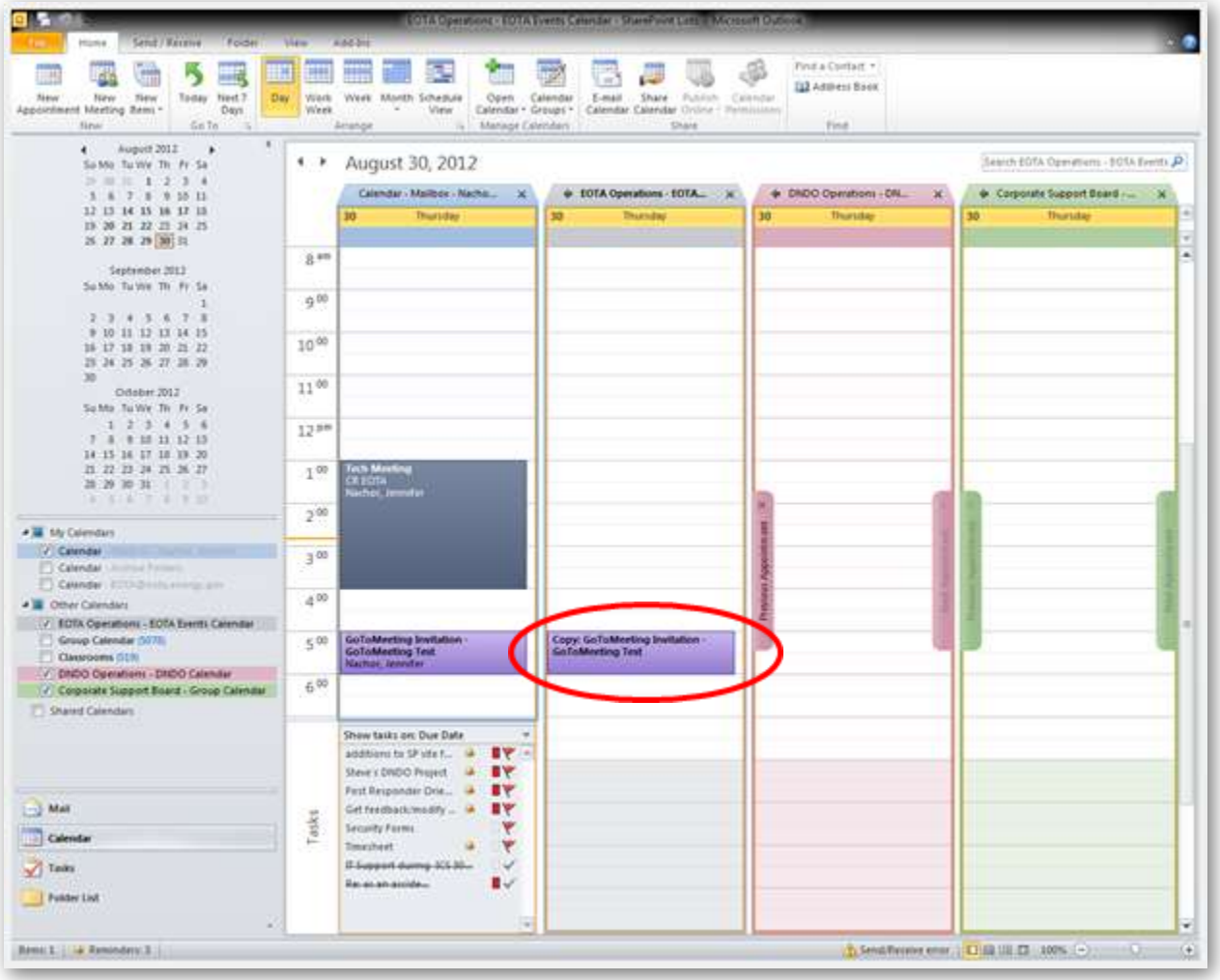
Copy the GoToMeeting event:

1. Open your Outlook Calendar, and then select the day view for the date of the scheduled GoToMeeting event
2. Make sure that all of the SharePoint calendars you want to copy the event to are also open:

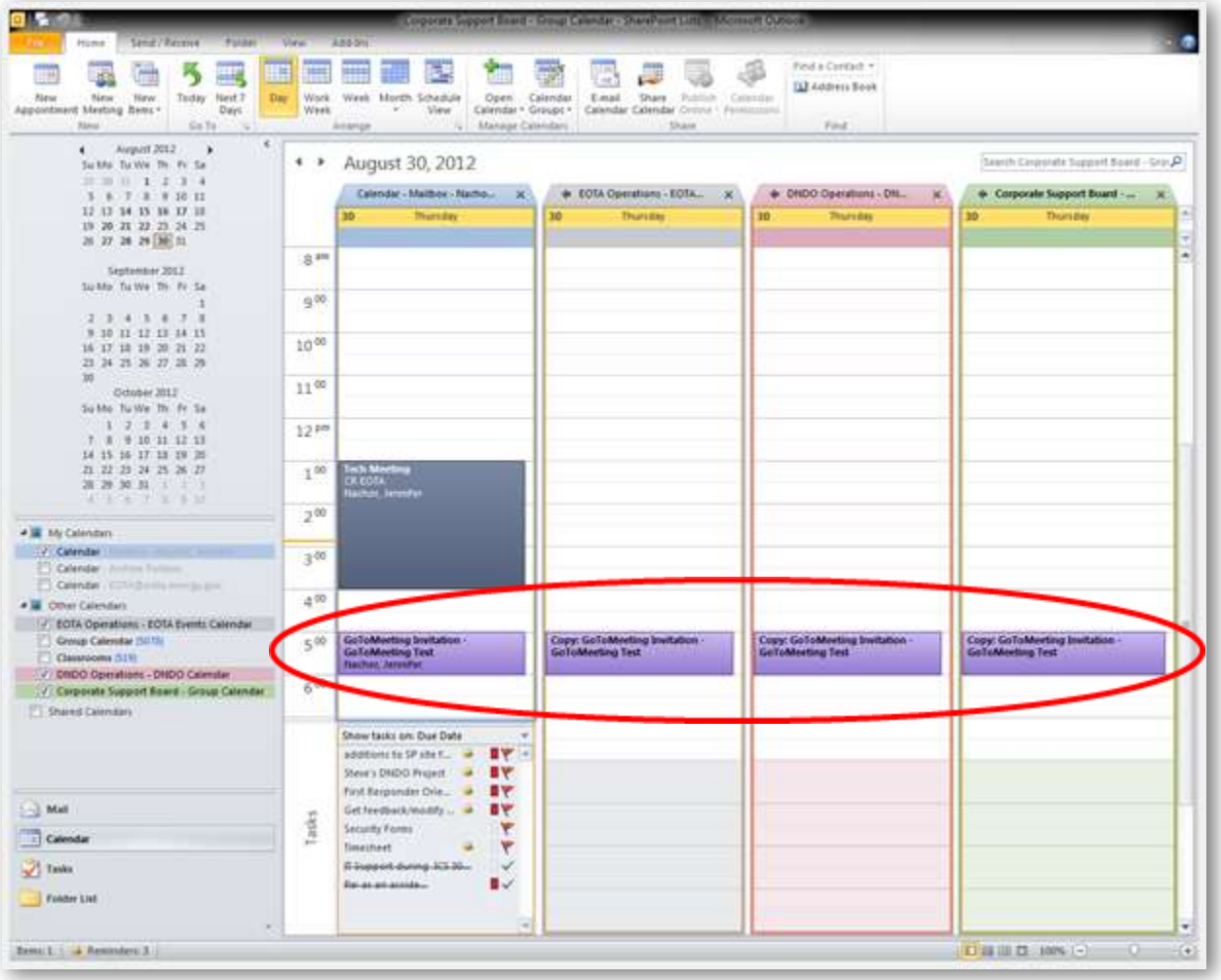
3. You can now simply click on the GoToMeeting event to select it, then press <Ctrl><C> to copy



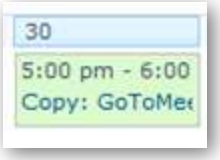
4. Next, click on the same start time in the SharePoint Calendars, then press <Ctrl><P> to paste copies of the GoToMeeting event:

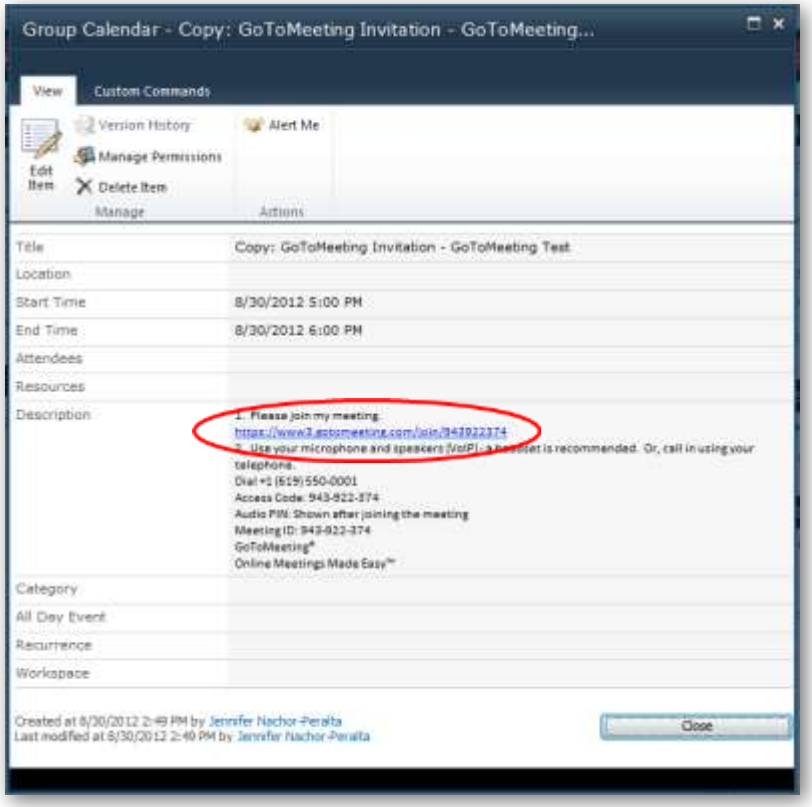


5. Repeat Step #4 until the GoToMeeting event is copied into every necessary SharePoint Calendar:



6. When you check the SharePoint Calendars, you will see the copied GoToMeeting event. If you click on the event box you can bring up the GoToMeeting invitation information and start the meeting from here (To start the meeting, just open the GoToMeeting event from the SharePoint calendar and click on the blue URL!)





NOTE: To cancel a GoToMeeting event on multiple calendars:

1. Open YOUR Outlook Calendar and double click on the GoToMeeting event
2. Select **Cancel Meeting**, then select **Send Cancellation** (the event will automatically be cancelled in the GoToMeeting dashboard)
3. Make sure all calendars are open in Outlook and delete them from there (by clicking on the event and pressing <Delete>; SharePoint will automatically update