

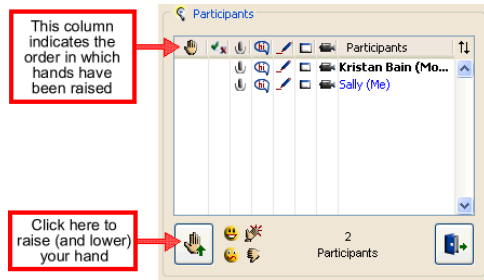
Before an Elluminate session:

- ◇ Find a place with no distractions.
- ◇ Join the session 5 – 10 minutes prior to the start.
- ◇ Check audio. If problematic check cable connections or go to http://www.elluminate.com/support/orientation95/test_audio2.jsp
- ◇ Set your connection speed

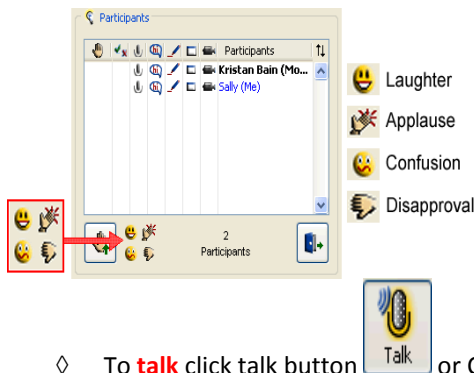
Participating in Elluminate:

Go to the meeting URL

- ◇ To **ask a question** raise your hand



- ◇ Need to **express yourself**. Use emotion indicators.

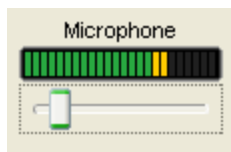


- ◇ To **talk** click talk button or Ctrl and F2

When done repeat the same steps.

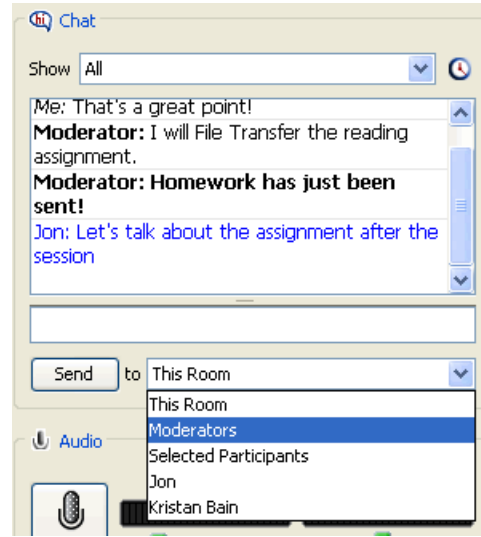
ALWAYS RELEASE THE TALK BUTTON WHEN DONE

To **adjust the volume** use Microphone and the Speaker sliders



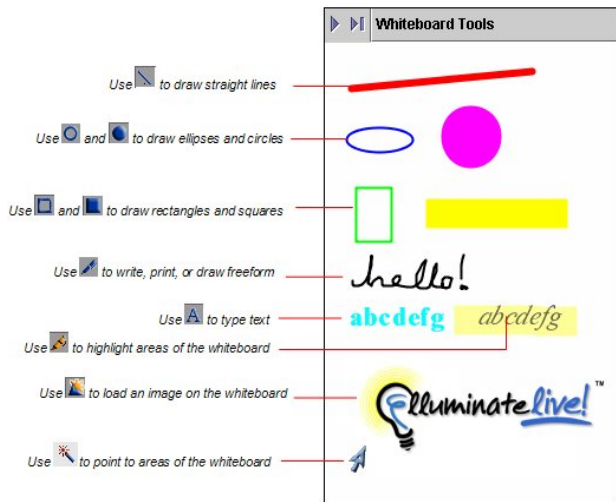
Optimal audio

- ◇ To **chat** type your message in the text box and then select Send.



You can send your message to everyone in the session, just the moderator, selected participant or several participants.

- ◇ To **participate on the whiteboard** use the following tools



- ◇ To **print or save the whiteboard** use the menu options

- ◇ To exit the session click on disconnect icon

Overview of the interface

The moderator grants privileges to talk, use the whiteboard and chat

These icons show you your permissions

- You can talk
- You can chat
- You can use the write board tools
- You can share your desktop

Click here to ask a question

Follow chat progress here

Type your input here. Click send when done

To talk click ON this button. When done click OFF; like talking on a walkie-talkie

This is the whiteboard drawing tools.

Everyone who is logged in can see your input

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For more detailed instructions of using Elluminate as a participant see the following resources:

Participant Orientation (5 minutes)

<https://sas.illuminate.com/p.jnlp?psid=2008-10-17.1047.M.791ADFC398C1F91424B6B07B68A6A2.vcr>

<http://www.illuminate.com/support/orientation95/>

Elluminate Reference Guide

<http://www.illuminate.com/support/docs/9.0/moderator-pdf/Elluminate%20Live!%20Participant%20Quick%20Reference%20Guide%20v9.pdf>