

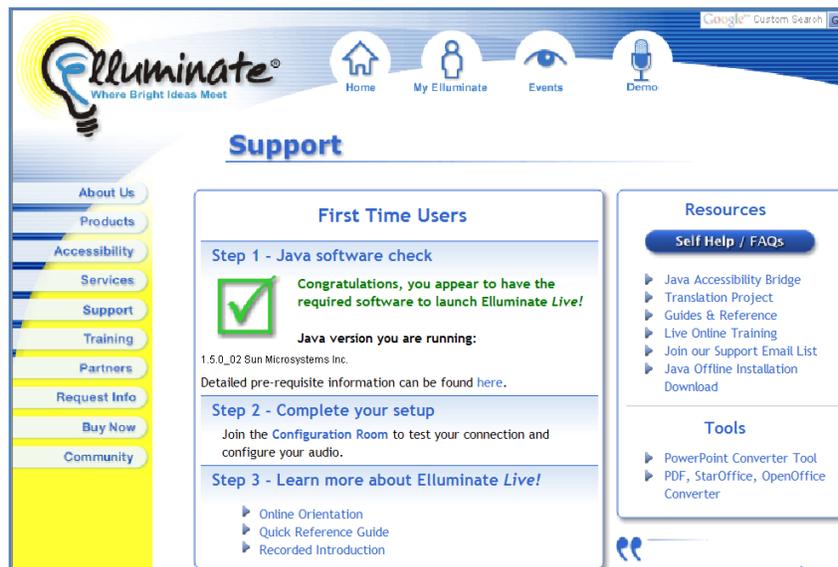
Pre-Configuring Elluminate *Live!*

Follow the steps outlined in this handout **at least one day BEFORE** logging in to your Introduction to Elluminate *Live!* Training session. You will only have to complete these steps one time in order to participate in sessions via Elluminate *Live!*:

1. Getting Ready

- Ensure that you are at the computer on which you will attend your Elluminate *Live!* session, and that it is connected to the Internet.
- Ensure that you have a headset with a microphone and speakers to take full advantage of the audio capabilities during the session. *Note: Microphones are optional since Elluminate Live! includes a chat tool that you can use for communicating with the instructor, however the ideal situation would be to have a microphone available to use during the session.*

2. Go to the following Web page: <http://www.illuminate.com/support/> to the “First Time Users” section, and follow the three steps outlined below.

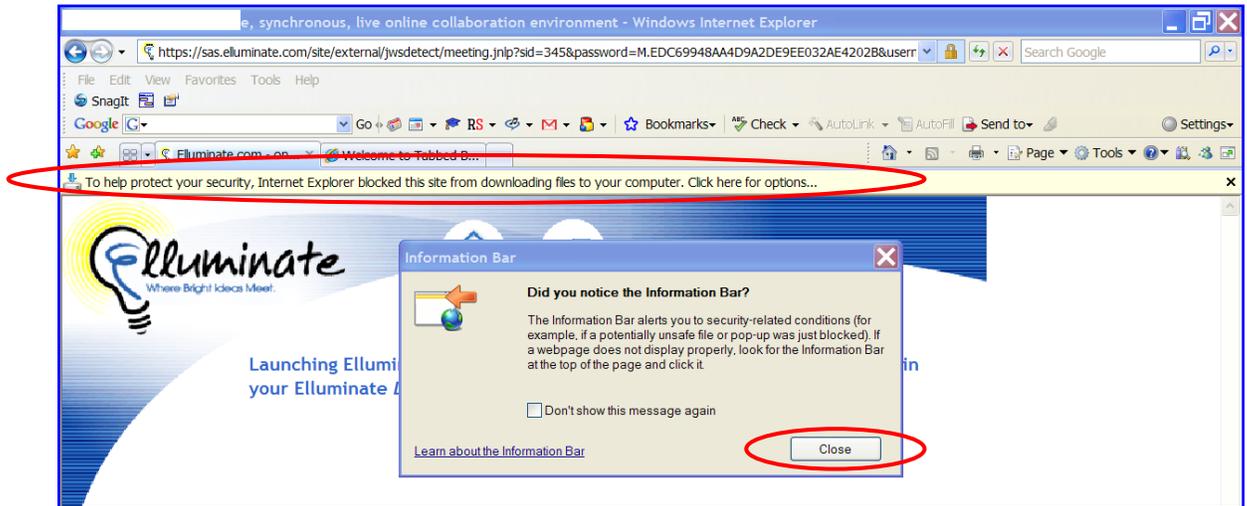


Step One: Installing Java Web Start

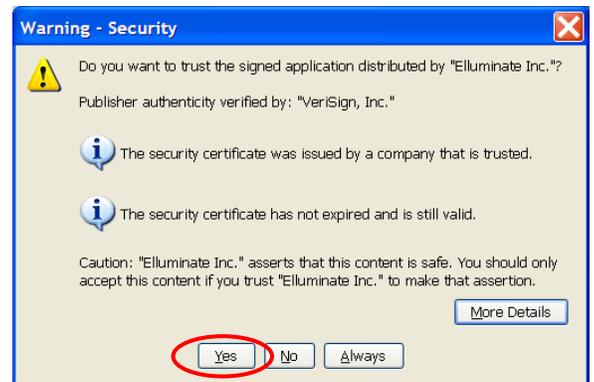
1. This step will indicate if you have Java Web Start installed. If you do not, click on the button provided to install Java Web Start
2. Click **Yes** if you see a security warning that asks “Do you want to install and run...Java Plug-in...”
3. When you see the License Agreement, click “I accept the terms in the license agreement” and click **Next**.
4. Select the Typical installation. When the installation is finished, Java Web Start is ready to use!

Step Two: Installing and Testing Elluminate Live!

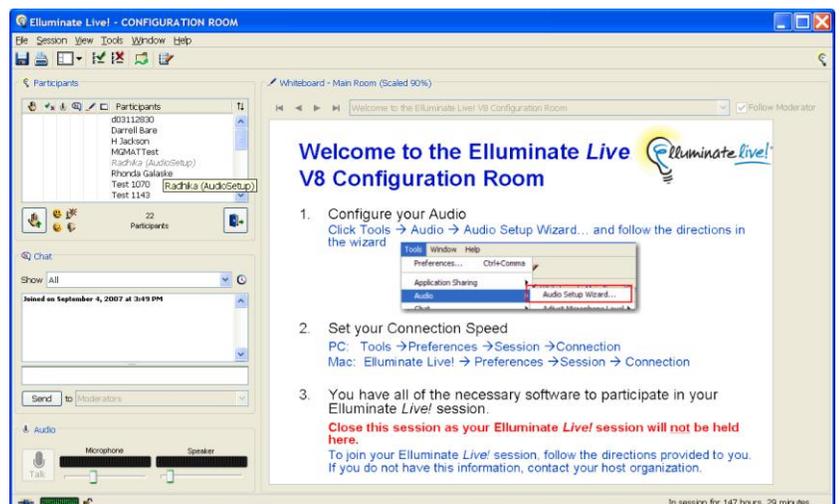
1. Click on the **Configuration Room** link.
2. During the installation you may see the screen below. If so, click the **Close** button in the dialog box, then click on the yellow Information Bar, and select **Download File**.



3. You may see a Security Warning. Click on **Yes** (or click **Always** to avoid having to do this again within Elluminate Live!).



4. Your Elluminate Live! Configuration Session will start, and you will be logged in as a participant automatically. Once you are in the Configuration Session, follow the directions displayed on the whiteboard.
5. When complete, choose Exit from the File menu.



Step Three: Getting Acquainted with Elluminate Live!

1. Click on the **Recorded Introduction** link to view a pre-recorded Elluminate Live! Orientation session. This will help you to acclimate yourself to the Elluminate Live! User interface.
2. You may also wish to click on the **Online Orientation** link for a written version of this orientation session.



Congratulations, you have installed and configured Elluminate Live! and can now join any future session without further configuration.

To join your scheduled Introduction to Elluminate Training Session:

1. About 15 minutes before your scheduled session, click the Web link that was sent to you by the course instructor (the link was sent in the same email message as this handout).
2. Enter your first and last name (For example “Jane Doe”) at the login prompt, and enter the password that was given to you by the instructor.
3. If this is the first time you will be using Elluminate Live!, you may be prompted to download some software which may take anywhere from 2 to 20 minutes depending upon your Internet connection speed. (If you have already followed the steps on pgs. 1-2 of this handout, then your system has already been configured to work with Elluminate Live!)

Once in the meeting room for your Elluminate Live! session, you should do the following:

- Enter/edit your profile information by going to:
 - **Tools → Preferences → My Profile...**
 - **Fill out the info on the “Identity” tab and click “OK”.**
 - **To view the profile of another user, right-click on their name in the Participants window, and select “View Profile.”**
 - Confirm your connection speed by going to:
 - ****Tools → Preferences → Connection Speed**
 - Configure microphone and speakers by going to:
 - ****Tools → Audio → Audio Setup Wizard...**
- **Note: If you have already completed these steps in the Configuration Room (see pg. 2), you do not need to do it again.*