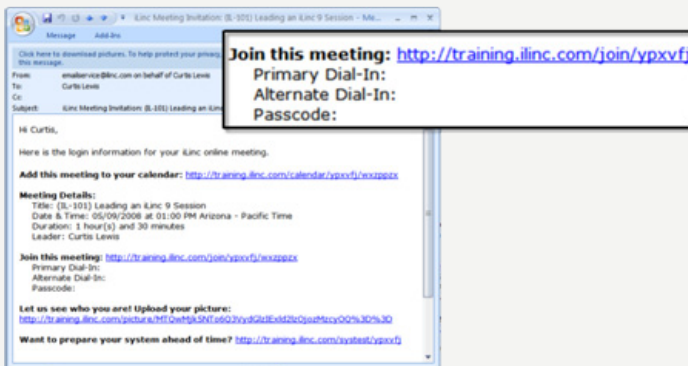


# Participant Reference Quick Start



## Where do I Start?

1. You should receive an e-mail with information about joining the online session (meeting, webinar, training class, support room). This email includes the link through which you will join the session and any applicable teleconference information.



2. Simply click the link, fill in the requested Information, and click **Submit**.

**Join Session**  
Enter the information and then click the "Submit" button.

TEST

(\* required) Not Amitiza IBS-C ?

\* First Name:

\* Last Name:

\* E-mail Address:

☐ Remember me on this computer

3. Click Join Session and follow the prompts to complete the join process. Choose **"Run"** when prompted if you do not see anything happen automatically. Other joining scenarios include:

- **ActiveX:** When joining with Internet Explorer, click the yellow "Information Bar" and choose to install the ActiveX Plugin. Follow the prompts you receive and this will streamline joining future sessions.
- **Firefox:** When joining with Firefox, click the "Join Session" button, save the Session. EXE file, and then open the file from your "Downloads" window. You can get back to the Firefox "Downloads" window by clicking Tools > Downloads.
- **Mac Java:** When joining via the Mac platform, choose to save the Session. JNLP file and then open it to initiate the join process. You will then see Java proceed to load the meeting for you.

Join Session

To join the session, click "Join Session" button.

When the download window appears, click "Run" to continue.

☒ Always use Manual Join

[Learn more about signed applications](#)

Need assistance? Click [here](#).



## How Do I Use the Session Client?

The iLinc Client is a separate application that will load and open after you click the Join link. All your tools for each session are available on the left

hand Tool Panel. If you are a session leader, you can control content displayed to your attendees through the tabs and icons above the Content area on the right side of the application.

**Hand Raise, Audio Controls, Video Controls**

1-866-258-7494  
Moderator: 3250508

MY STATUS AUDIO VIDEO

**Content Tools for Leader, Assistant, Floorholder**

SHARE PRESENT WHITEBOARD WEBSYNC POLL MEDIA

**Public/Private Chat**

Chat

Public Private

Type here to send a message

**iLinc | Weekly Check-In Meeting**

Attendees: 0 / 6

Ethan Abrams

Bill Bunning

Feedback

Chat

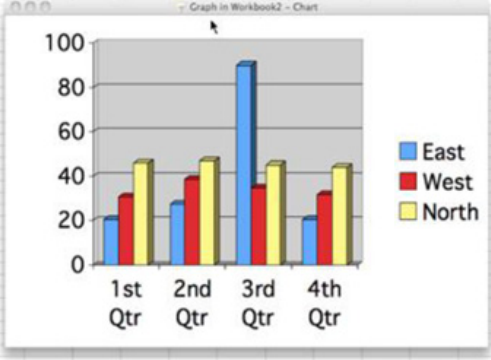
Public Private

Type here to send a message

**Graph in Workbook2 - Datasheet**

|       | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |
|-------|---------|---------|---------|---------|
| East  | 20.4    | 27.4    | 30      | 20.4    |
| West  | 30.6    | 38.6    | 34.6    | 31.6    |
| North | 41.9    | 46.9    | 45      | 43.9    |

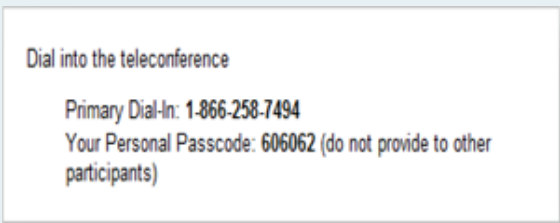
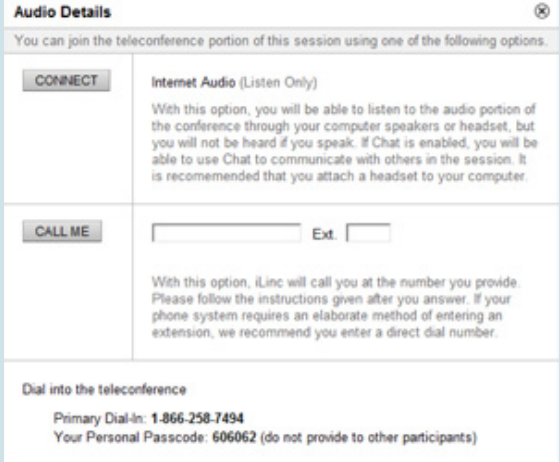
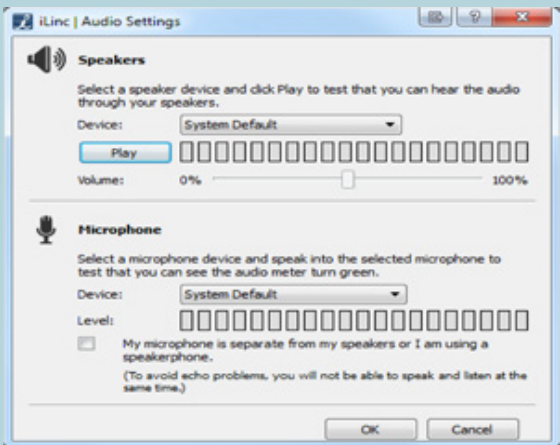
**Graph in Workbook2 - Chart**





## How do I access the Audio Portion of the Session?

There are three possible options for audio in an iLinc session: Traditional Teleconference, Integrated teleconference, and Internet Audio (or VoIP):

|                                   |  |  |
|-----------------------------------|--|--|
| <b>Traditional Teleconference</b> | <p>If a teleconference has been set up for this session, you will see the Primary Dial-In and Passcode for the session in the Join message and to the right of the My Controls Panel in the client.</p> <p>Once you dial-in to the conference call, you are able to communicate with the session leader and other participants via your telephone.</p>   |    |
| <b>Integrated Teleconference</b>  | <p>If your session is taking advantage of an integrated conference bridge, you may be asked to make a selection when entering the teleconference portion of the session. Depending on the settings by your session leader and the join information you have received, you may choose to have iLinc dial out to you or use the provided phone details to call into the teleconference.</p> <p>In some instances, you may also be given the option to participate via "Listen Only," which would allow you to listen to the session through your speakers or headset via Internet Audio.</p>   |   |
| <b>Internet Audio (VoIP)</b>      | <p>If Internet audio is being used for this session, you will need either computer speakers or headphones to hear the attendees. You may also need a microphone if you want to speak during the session.</p> <p>The Audio Wizard sets the volume for your speakers and microphone and configures your computer to use audio correctly. This ensures that you will be able to interact with other participants during your session. The Audio Wizard pops up automatically after you first install the iLinc Client. You can also run the Audio Wizard anytime you encounter audio problems during a session by going to Tools &gt; Audio Wizard.</p> |  |



**If this is an Internet Audio (or VoIP) session, please review the following suggestions:**

- A USB headset is recommended in all situations.
- If you are only listening to the audio via speakers/headset, ensure they are plugged-in and the volume is set to a comfortable level.
- If you have any issues during the session, rerun the Audio Wizard by clicking **Audio Settings**.

