

Using iLinc for the First Time

Registration

iLinc works similarly to other web-conferencing software. All you need to participate is a computer with Internet access and a telephone for the call-in sessions or a computer with Internet access and an activated sound card and either headset or speakers for voice-over IP (VOiP) sessions. (VOiP means that the audio is done via the Internet and no separate phone lines are required.) No special software is required. Once you have registered for an iLinc webinar via our on-line registration system, you will receive an e-mail confirmation notice. **Keep this notice.** It has three important pieces of information on it:

1. The Web address you need to access the on-line portion of the session. This is unique to your e-mail address and should not be forwarded on to other.
2. The telephone number to call for the audio portion of the session. (Call-in sessions only.)
3. The telephone passcode. (Call-in sessions only.)

Preparing Your Computer

If you have never used iLinc before or you are attending from a different computer than previously, it is a good idea to prepare your computer ahead of time. The confirmation e-mail will be from ilinc.com, so make sure that this address is not blocked by your e-mail spam-blocker. The confirmation e-mail will have a Web address you can visit to prepare your computer.

1. Part I will test your computer for compatibility.
2. Part II will test your network for compatibility and prepare your system for your first on-line session.

Signing into the Session

1. Click on the link in your e-mail confirmation or copy and paste this address into the address field on your Internet browser. It might take a few minutes to sign in, so please be patient.
2. For a call-in session: Dial into the phone number on your e-mail confirmation. Once you have dialed in, you will be asked to supply the passcode. For VOiP, make sure that the sound is turned on and that your speakers or headset are plugged in.
3. Once you have signed in, the presenter will walk you through any of the functions that you will need to use while participating in the session.