

Quick Start for Participants

Where Do I Start?

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. Simply click the link, fill in the requested information and click Submit.

How Do I Join a Session?

If you are a registered user and have already registered for a session (meeting, webinar, training class, or support room), your home page will list these sessions once you log in. Simply click the **Join** link to enter the session.

How Do I Set My Time Zone?

To make sure that you attend your sessions at the right time, click **Edit Profile** in upper right corner of any page. Using the drop down box for Time Zone, select the appropriate item from the list. All scheduled sessions will update to reflect the start time unique to your location.

How Do I Register for a Session?

You may also already be registered for a session by your administrator. These sessions will appear on your home page as soon as you log in.

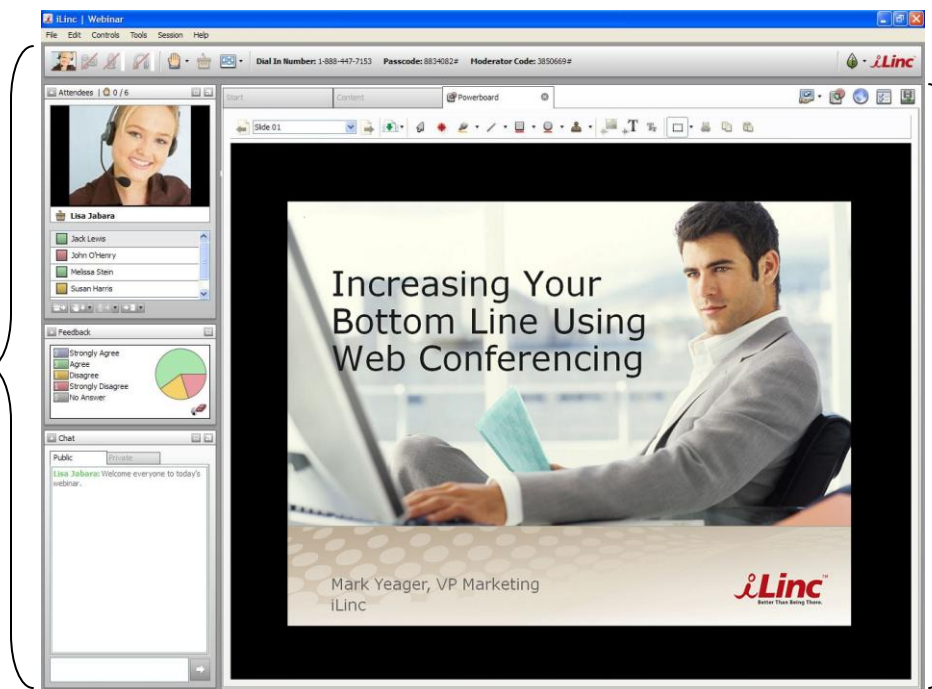
If there are sessions with open registration, you can find them on the Public Sessions page in the navigation menu. Your administrator may enable you to automatically register or require authorization to register for a session. You will be notified when you have been approved and can access the session.

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.

Tool Panels:

- My Controls
- Attendee
- Feedback
- Chat



- ### Content Area:
- Content Tabs
 - Content Launch Toolbar

For more detailed information, please see the *iLinc User Guide for Participants*.

