iLinc 11 | Scheduling Sessions with Teleconference Audio

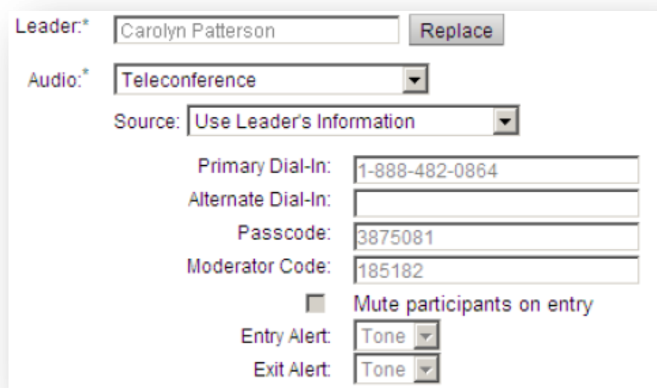
When scheduling online sessions (meetings, classes, webinars, or support rooms), there are many cases where you would want to be able to manage each person on either the web or the phone call. With iLinc, you can manage a person's audio and web status from a single interface: the iLinc application.

For some sessions, like a webinar or confidential meeting, you may want to use unique audio numbers that will protect your session from uninvited joiners. This document will describe scheduling a session with either the Leader's Audio Account or a Unique Audio Session.

Scheduling Sessions with the Leader's Audio Account

Scheduling a session with the Leader's Audio Account will utilize the audio information stored in the Leader's profile. The Leader's information is the same each time their information is used and anyone that receives the Leader's information could call in to that teleconference bridge at any time.

1. Log in to your Communications Center. Your home page opens.
2. Click the My Sessions link in the upper left.
3. Click the Add New Session button and find the session type (i.e., Meeting, Class, Webinar, and Support Room) that corresponds to the type of session that you would like to add (The available session types depend on the licensing options your organization has chosen.).
4. The Add New Session page opens.
5. Enter the required information for your session. The required information changes slightly depending on the type of session you are adding.
   a) In the Key Information section, make sure the Leader is set to the correct user account for the session.
   b) Locate the Audio settings.
   c) From the Audio dropdown, select **Teleconference**.
   d) From the Source dropdown,select Use Leader's Information. The audio fields will be populated with the dial-in numbers and passcodes from the Leader's profile.



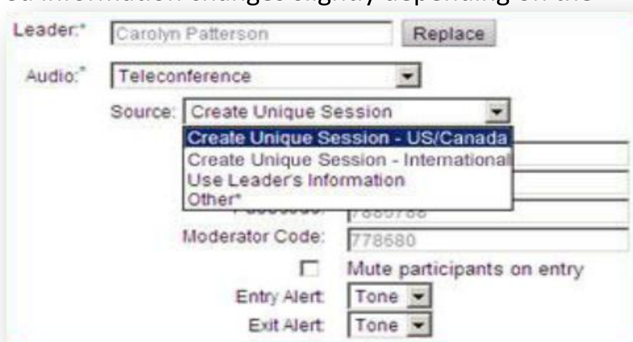
Note: the "Mute participants on entry" check box, along with the Entry Alert and Exit Alert, cannot be altered here. The settings shown will reflect the settings in the Leader's Profile. To edit these settings, click the Edit Profile button in the upper right corner of the Communications Center.

6. Configure the remainder of the settings as needed for your session.
7. When you are finished adding your session information, click Submit. If you need to invite participants, refer to Inviting Participants for more information.

Scheduling Sessions with a Unique Audio Session

Scheduling a session with a unique audio session will create a unique set of dial-in numbers and passcodes to be used specifically for that one single session, which can provide an additional layer of security to the information of this specific online session. Only people that receive the invitation will know the audio information for the session. And when the session is complete, that set of passcodes cannot be reused for another session. Additionally, once all your invited guests have joined the session, you may want to choose to lock the session to keep unwanted listeners or viewers from entering your session from an accidentally forwarded e-mail.

1. Log in to your Communications Center. Your home page opens.
2. Click the My Sessions link in the upper left.
3. Click the Add New Session button and find the session type (i.e., Meeting, Class, Webinar, and Support Room) that corresponds to the type of session that you would like to add (The available session types depend on the licensing options your organization has chosen.).
4. The Add New Session page opens.
5. Enter the required information for your session. The required information changes slightly depending on the type of session you are adding.



   a) In the Key Information section, locate the Audio settings.
   b) From the Audio dropdown, select Teleconference.
   c) From the Source dropdown, select Create Unique Session – US/Canada or Create Unique Session – International
   (Note: you may not see both options available).
   The audio fields will be populated with a new set of dial-in numbers and passcodes from the audio bridge.
   d) Select whether to Mute participants on entry and whether to use Entry and/or Exit Alerts.

6. Configure the remainder of the settings as needed for your session.
7. When you are finished adding your session information, click Submit. If you need to invite participants, refer to Inviting Participants for more information.