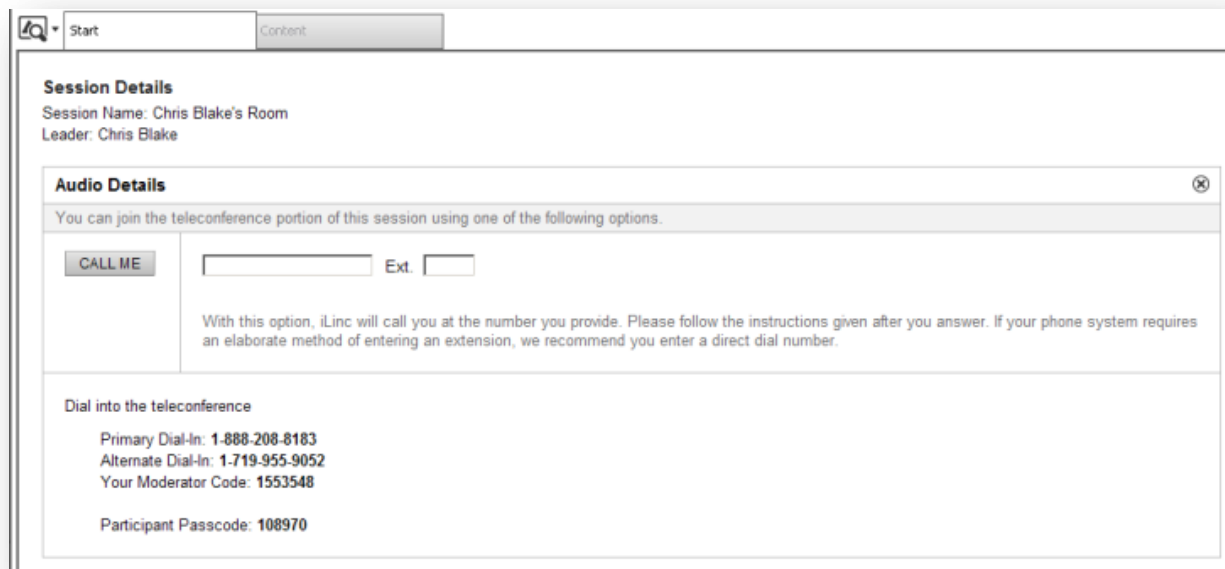


iLinc 11 | Joining an iLinc Session with Integrated Audio

Once you have joined the iLinc session, you may be asked to make a select an option for entering the teleconference portion of the session. Depending on the settings by your session leader and the join information you have received, you may either be asked to dial out to yourself or use the provided phone details to call into the teleconference. The following information discusses the process you will follow to join a session. Regardless of which process you follow, you will be presented with a dialog box on which you will need to tell iLinc how you joined or will join the audio portion of the session. The same dialog box will display for either process.



The screenshot shows a dialog box titled "Session Details" with a "Start" button and a "Content" tab. Below the title, it lists "Session Name: Chris Blake's Room" and "Leader: Chris Blake". A section titled "Audio Details" contains the text: "You can join the teleconference portion of this session using one of the following options." There are two radio buttons: "CALL ME" (selected) and "Dial into the teleconference". The "CALL ME" option has a text input field and an "Ext." field. Below this, a note states: "With this option, iLinc will call you at the number you provide. Please follow the instructions given after you answer. If your phone system requires an elaborate method of entering an extension, we recommend you enter a direct dial number." The "Dial into the teleconference" section lists: "Primary Dial-In: 1-888-208-8183", "Alternate Dial-In: 1-719-955-9052", "Your Moderator Code: 1553548", and "Participant Passcode: 108970".

If You Join the Web, then the Audio

1. Join the session via one of the three ways (invitation e-mail link, home page of Communications Center, or Public Sessions page).
2. iLinc will then install on your computer and join you into the right session.
3. When joined, you are presented with a dialog box with the ways you can join audio.
4. To join the audio portion, you can:
 - a. **Call me at:** Click the radio button for the first option to call out to your phone directly. Enter your direct phone number.
 - b. **Dial into the teleconference:** On your phone, you will dial the phone number, enter the Passcode and then, once you have been placed into the conference, you will need to dial *29 and enter the unique identifier on your phone's keypad (followed by the pound (#) sign).
5. Click **OK**.
 - a. If you selected the first option, iLinc will now call your direct phone line. Answer the phone, say hello and follow the voice-automated prompts.

If You Join the Audio, then the Web

1. From your e-mail invitation, dial the phone number (if provided).
2. When prompted by the conference bridge, enter the passcode.
3. You will be placed on hold until the leader joins or entered into conference if leader is already on the phone.
4. Click the link to join the web portion of the session.
5. When joined, you are presented with a dialog box with the ways you can join audio.
6. Choose **Dial into the teleconference** from the dialog box and, once you are placed into the teleconference, you will need to dial *29 and enter the unique identifier on your phone's keypad (followed by the pound (#) sign).
7. Click **OK**.



Managing Your Audio while the Session

Once you have entered into session and successfully established the connection between your audio and web portion, you will now have the ability to manage your audio status throughout the course of the session. In the My Controls panel, located at the top of the application below the menu, will update to enable the microphone button. This button provides you the ability to know your current status as well as to mute or unmute yourself during the session.



Audio Status Indicators

At any time during the session, you may check My Controls for your audio status. The possible status options are:

-  You are unmuted and can speak to others on the call.
-  You are muted and will need to click the button to become unmuted before you can speak. If the leader has muted your line, you will not be able to unmute yourself. Raise your hand to be recognized by the leader.