Pre-Configuring Elluminate *Live!*

Follow the steps outlined in this handout **at least one day BEFORE** logging in to your Elluminate *Live!* session. You will only have to complete these steps <u>one time</u> in order to participate in sessions via Elluminate *Live!*:

1. **Getting Ready**

   - Ensure that you are at the computer on which you will attend your Elluminate *Live!* session, and that is it connected to the Internet.

   - Ensure that you have a headset with a microphone and speakers to take full advantage of the audio capabilities during the session. *Note: Microphones are optional since Elluminate Live! includes a chat tool that you can use for communicating with the instructor, however the ideal situation would be to have a microphone available to use during the session.*

2. **Go to the following Web page: http://www.elluminate.com/support/ to the "First Time Users" section, and follow the three steps outlined below.**
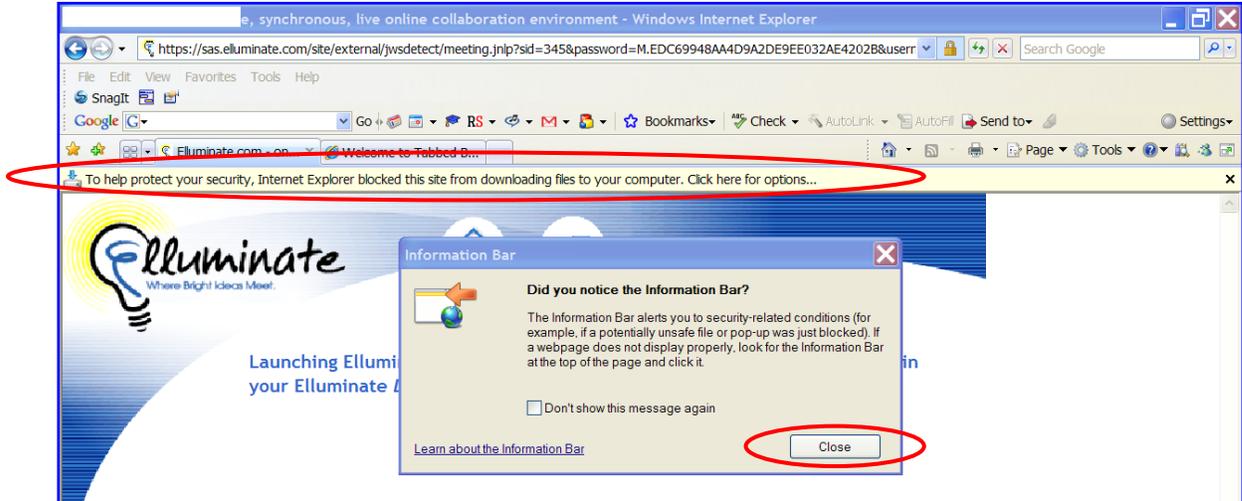

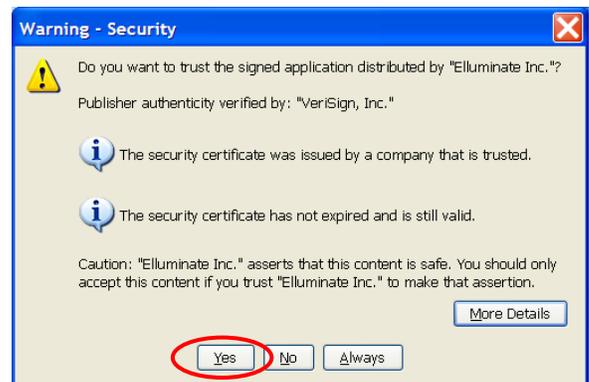**Step One: Installing Java Web Start**

1. This step will indicate if you have Java Web Start installed (Tip: Ensure that you have version 1.5 or later; you may have trouble connecting if you have version 1.4 or earlier).
   If you do not have the correct version, click on the button provided to install Java Web Start or go to www.java.com to download the latest version of Java.

2. Click **Yes** if you see a security warning that asks "Do you want to install and run…Java Plug-in…"

3. When you see the License Agreement, click "I accept the terms in the license agreement" and click **Next**.

4. Select the Typical installation. When the installation is finished, Java Web Start is ready to use!
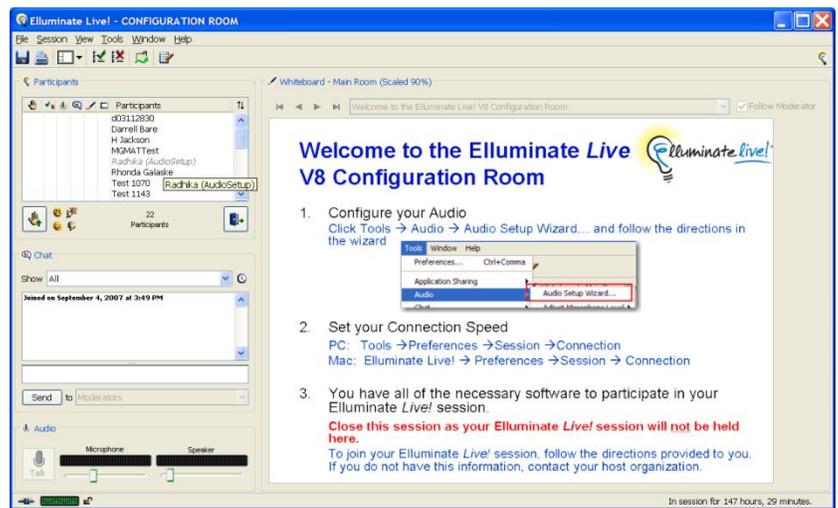
Step Two: Installing and Testing Elluminate *Live!*

1. Click on the **Configuration Room** link.

2. During the installation you may the screen below. If so, click the **Close** button in the dialog box, then click on the yellow Information Bar, and select **Download File.**

3. You may see a Security Warning. Click on **Yes** (or click **Always** to avoid having to do this again within Elluminate *Live!*).

4. Your Elluminate *Live!* Configuration Session will start, and you will be logged in as a participant automatically. Once you are in the Configuration Session, follow the directions displayed on the whiteboard.

5. When complete, choose Exit from the File menu.

Step Three: Getting Acquainted with Elluminate *Live!*

1. Click on the **Recorded Introduction** link to view a pre-recorded Elluminate *Live!* Orientation session. This will help you to acclimate yourself to the Elluminate *Live!* User interface.

2. You may also wish to click on the **Online Orientation** link for a written version of this orientation session.

Congratulations, you have installed and configured Elluminate *Live!* and can now join any future session without further configuration.

To join your scheduled Elluminate session:

1. About 15 minutes before your scheduled session, go to http://elluminate.gavirtualschool.org/doe and click on the title of your session.

2. When prompted to login, enter your first and last name (For example "Jane Doe"), and enter the password that was given to you by the session's creator (leave the password field blank if no password was given).

3. If this is the first time you will be using Elluminate *Live!*, you may be prompted to download some software which may take anywhere from 2 to 20 minutes depending upon your Internet connection speed. (If you have already followed the steps on pgs. 1-2 of this handout, then your system has already been configured to work with Elluminate *Live!*)

Once in the meeting room for your Elluminate *Live!* session, you should do the following:

☐ Enter/edit your profile information by going to:
- **Tools → Preferences → My Profile…**
- **Fill out the info on the "Identity" tab and click "OK".**
- **To view the profile of another user, right-click on their name in the Participants window, and select "View Profile."**

☐ Configure microphone and speakers by going to:
- **Tools → Audio → Audio Setup Wizard**

☐ Confirm your connection speed by going to:
- **Tools → Preferences → Connection Speed**