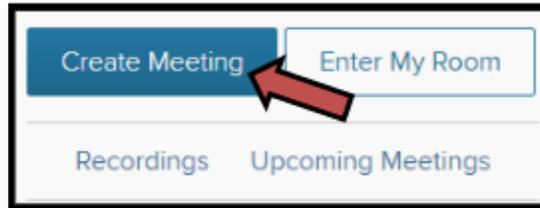


How to Create a Live Session:

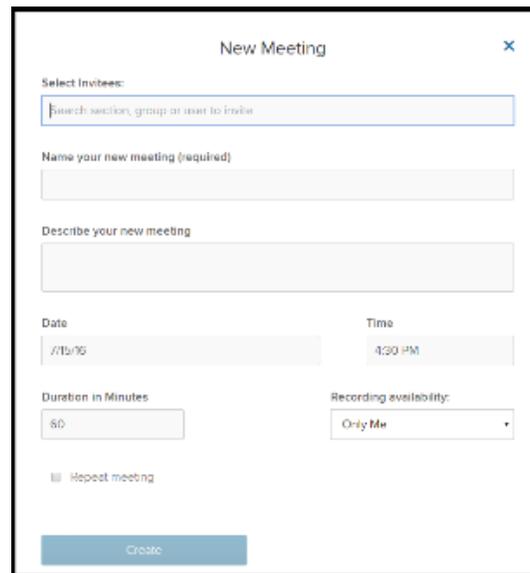
1. To create a live session, click **“Create Meeting”** in the Timetable feature on the right hand side of the homepage.



2. The New Meeting pop-up window will appear.
3. **Select your audience** (optional) - Search the name of the course, social group, or individuals you would like to have access to your live session and any recordings created within that session.
4. **Name your new meeting**- Enter the name of your live session.
5. Below you need to add the date, duration, and time you would like your live session to start. You can enter the room 15 minutes prior to the start time.

IMPORTANT!

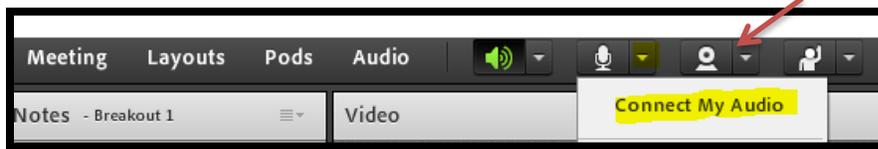
Do not start your recording until after the set start time of your recording! If you start your recording early, the recording will not post and you will need to reach out to Student Support to retrieve it.

A screenshot of a 'New Meeting' pop-up window. The window has a title bar with 'New Meeting' and a close button. Below the title bar is a search field for invitees. The main form contains several fields: 'Name your new meeting (required)', 'Describe your new meeting', 'Date' (set to 7/15/16), 'Time' (set to 1:30 PM), 'Duration in Minutes' (set to 60), and 'Recording availability' (set to 'Only Me'). There is also a checkbox for 'Repeat meeting' and a 'Create' button at the bottom.

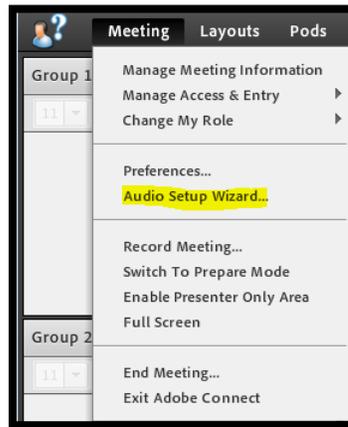
6. Once you have filled in all of the information, click **Create!**

VOIP Audio Connection Instructions:

- 1) Create session as normal. "Join Session Now" when time is ready.
- 2) In top toolbar, click on arrow next to microphone and select "Connect My Audio."



- 3) Next, go to "Meeting" in the top left corner and select "Audio Setup Wizard."

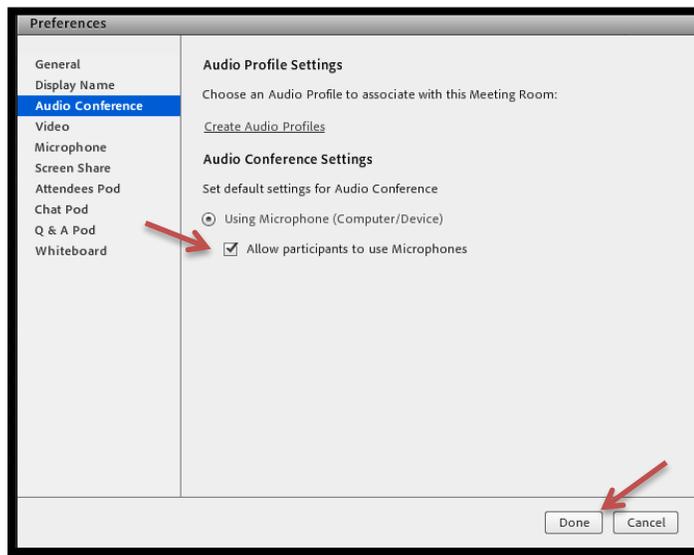


- 4) Run through steps in the Audio Setup Wizard (keep clicking Next after completing each section). Each step will ensure your audio is working.



THE FOLLOWING STEP IS ONLY FOR THE HOST OF THE ROOM:

- 5) Click "Meeting" again in the top left corner and select "Preferences." Choose "Audio Conference" on the left side, then check the box for "Allow Participants to use Microphones." Then, click "Done."

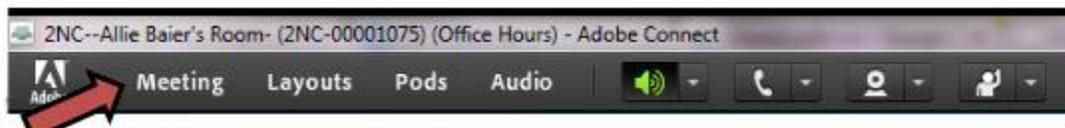


How to Record a Session:

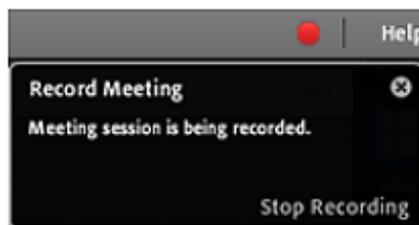
1. Click on **“Meeting”** in the top menu bar and then select **“Record Meeting.”**

IMPORTANT:

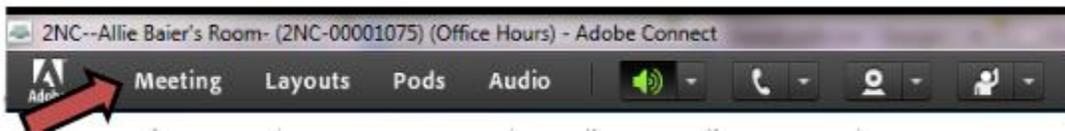
Please ensure that you are starting the recording time *after* the time of your created session. For example, if your meeting was set to start at 6:00pm, you will need to start the recording at 6:00pm, or 6:03pm, or 6:15, etc. If you start the recording at 5:55pm, it will not record properly.



2. After you select Record Meeting, a pop up box will appear allowing you the option to name your recording and add a description. Make sure you name the recording something that is easy to identify. When finished, click OK.
3. The meeting will then begin recording. It will let all users on the audio conference know that the session is recording and you will also notice there is a red recording light in the upper right hand corner of the room. **When the meeting is over, click on the red light and select “Stop Recording”**



4. Click on **“Meeting”** in the top menu bar again and then select **“End Meeting”**



IMPORTANT!

Do not close out of the window by clicking "X" prior to selecting "End Meeting" as your recording will not process properly.