

# STEP 1

The screenshot shows a web browser window with the URL [https://globalcampus.uiowa.edu/join\\_meeting.html?meetingId=1262299508496](https://globalcampus.uiowa.edu/join_meeting.html?meetingId=1262299508496). The page header features the University of Iowa logo and the text "Global Campus Powered by Elluminate Live!". The main content area is titled "Join Session" and includes a note: "Note: An (\*) indicates required field".

The form is divided into three sections:

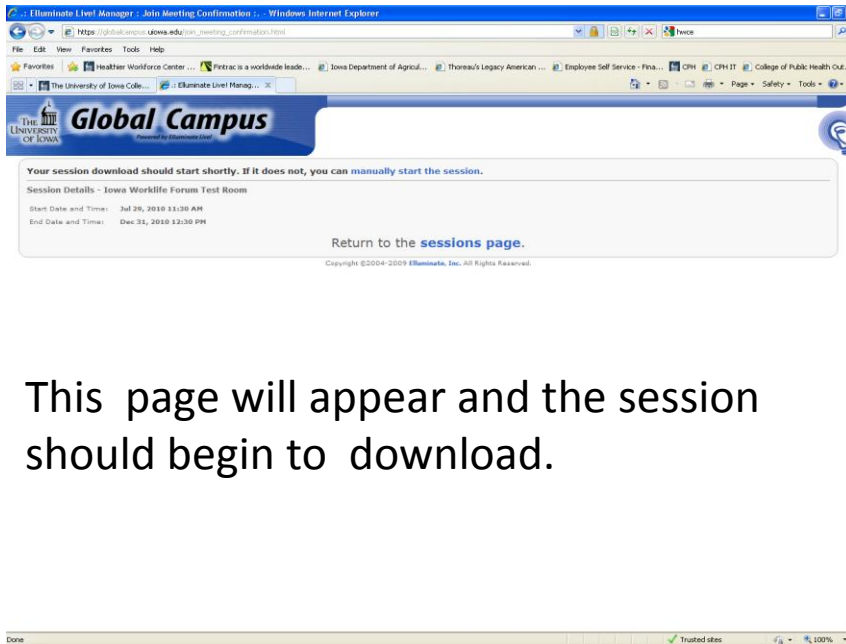
- 1 Session Details**:
  - Name: Iowa Worklife Forum Test Room
  - Date & Time: Jul 29, 2010 11:30 AM - Dec 31, 2010 12:30 PM
- 2 User Authentication**:
  - Log in as:
    - Elluminate Live! Manager User
    - Guest
  - Email Address:
  - Display Name:
- 3 Join Session**:
  - Click Log In to join the session. Click Cancel to quit.
  - Log In

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1. Log in as a guest to the Iowa Worklife Forum.
2. Fill in Email Address field.
3. Type your full name in "Display Name" field.
4. Click "Log In" button on the right.

\*Note: Your computer must have Java Web Start on it to connect to the Iowa Worklife Forum. Most computers have this program. If your computer does not, you will be prompted to download and install the java at this first step.

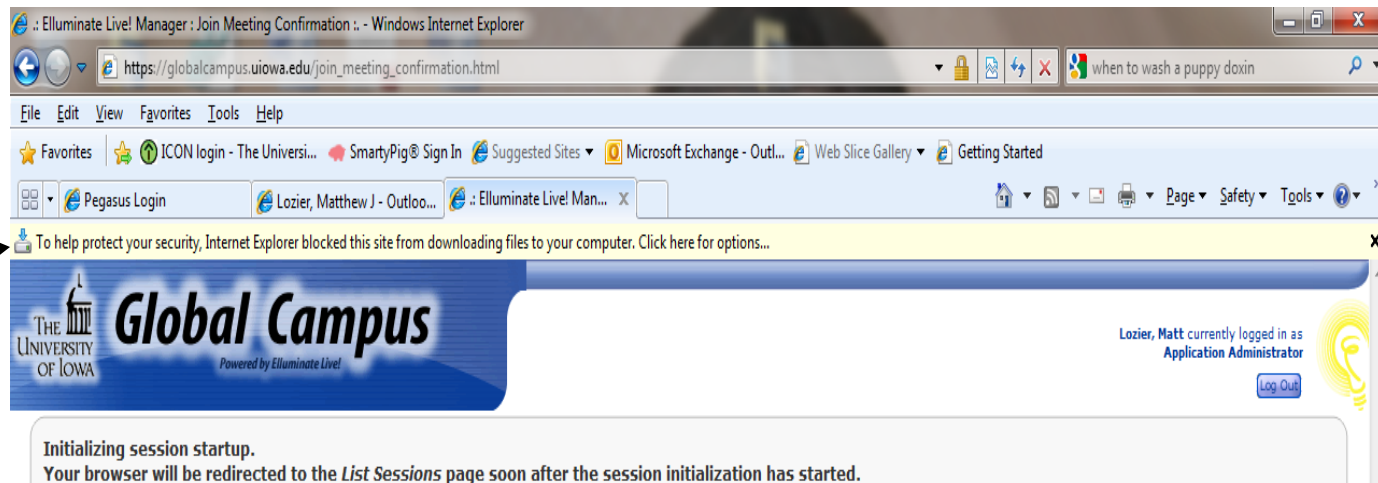
# STEP 2



This page will appear and the session should begin to download.

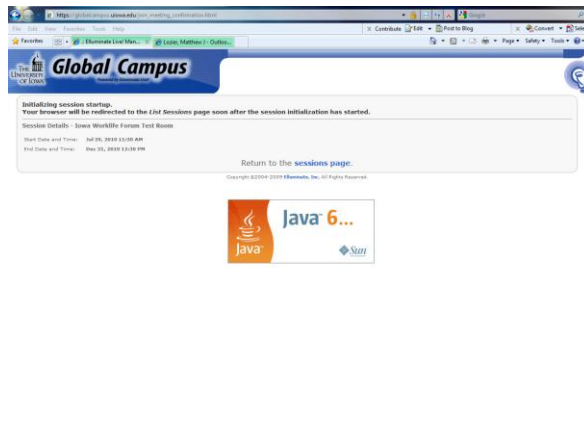
Please note that your browser security settings may block this site from downloading files to your computer. If so, you will need to accept the download of these files. If a yellow bar appears near the top of your screen, you will need to click on the yellow bar.

Watch for this yellow bar!!

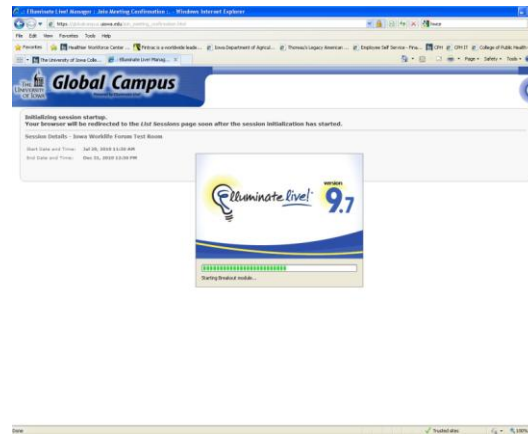


# STEP 3

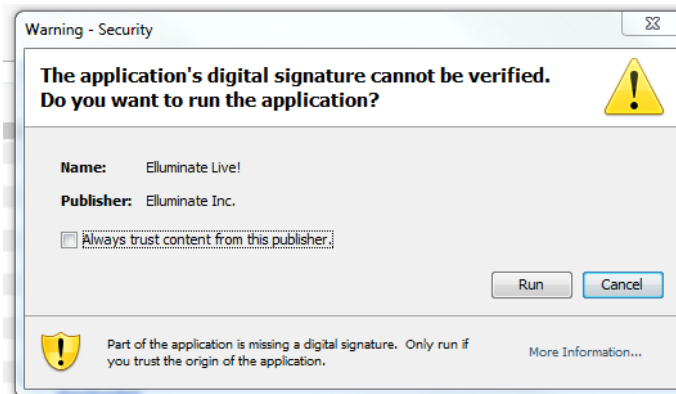
A. Java will initiate.



B. Elluminate Live! will start to load.

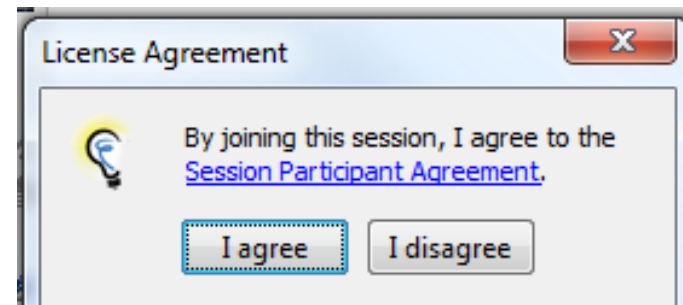
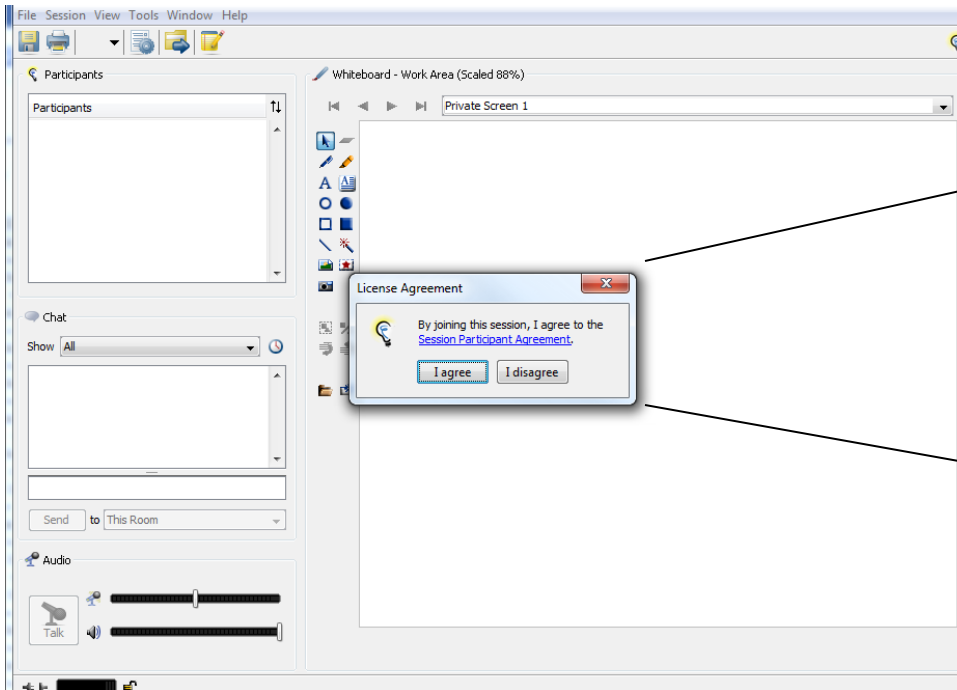


C. This window may appear and you should select "Run." Click on "Always trust content from this publisher" to avoid seeing this warning in the future.



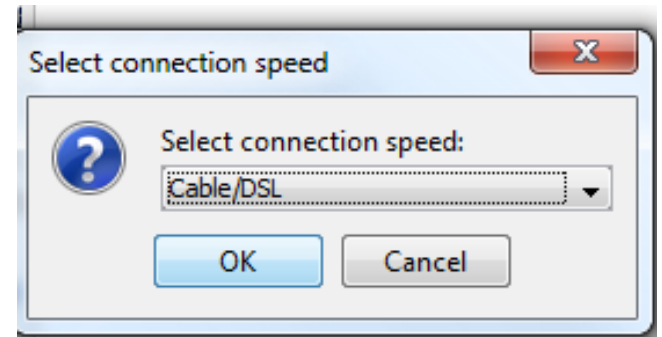
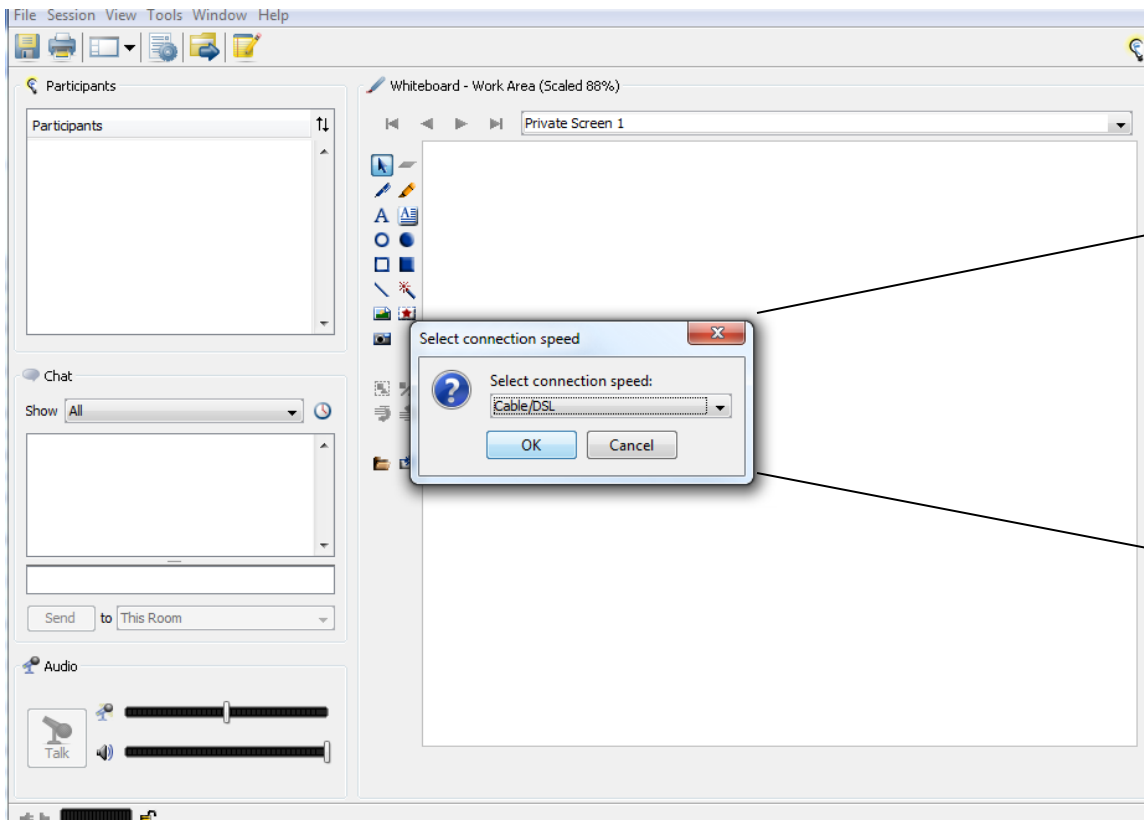
# STEP 4

You will need to agree to the *Illuminate Live!* Session Participant Agreement.



# STEP 5

Select your connection speed using the drop down box.  
(LAN is Local Area Network; most business places are this type of network).



# STEP 6

The screenshot displays the Elluminate Live! Manager interface. On the left, there are three panels: 'Participants', 'Chat', and 'Audio'. The 'Participants' panel shows a list with 'Matt Lozier (Me, Profile)' and an arrow pointing to it with the text 'Your name appears here.' The 'Chat' panel shows a message: 'Joined on September 13, 2010 at 10:22 AM'. The 'Audio' panel shows volume and mute controls. The main area is a 'Whiteboard - Main Room (Scaled 120%)' displaying a slide with the following text:

Welcome to the **Iowa Worklife Forum** test page! If you can see this message then you have successfully configured your computer to connect with *Elluminate Live!*

To be able to hear the presentations and discussion at the forum you must have speakers connected to your computer. You can test your audio now by following these instructions:

1. At the top of the screen, go to: Tools > Audio > Audio Setup Wizard
2. Follow the commands on the screen to test your speakers (and microphone if you have one)

While a microphone will allow you to ask questions verbally, it is not necessary for you to have a microphone to participate. On the left side of the screen there is a chat window where you can type questions to the panelists using your keyboard.

Please contact Matt Lozier at [matthew-lozier@uiowa.edu](mailto:matthew-lozier@uiowa.edu) or (319) 467-4505 with any questions.

The slide also features the logo for 'THE UNIVERSITY OF IOWA COLLEGE OF PUBLIC HEALTH' and the 'HEALTHIER WORKFORCE CENTER FOR EXCELLENCE' logo.

This is the screen that you will see once you are connected to the Iowa Worklife Forum. Your name will appear in the “participants” list in the upper left-hand corner of the screen.