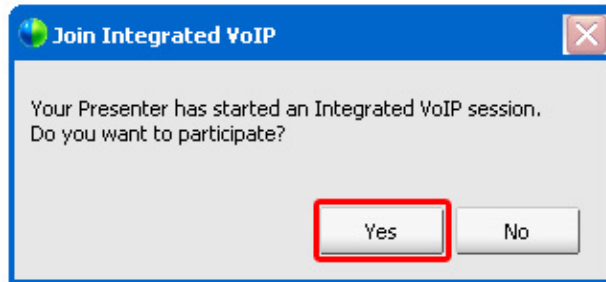


Session Instructions

If you have any problems during the training session, please call AES at 803-233-0541.

Voice over IP

When you first begin your training session, you should be presented with the following window:



Click the “Yes” button to join the Voice over IP session. This will allow you to hear the presenter through your computer’s speakers.

If you do not see this window, click the “Audio” menu at the top of the screen, then “Integrated VoIP”, and finally “Join Conference”.

Chat and Participants Windows

When the session begins, you will be taken away from the main screen in order to view the presentation. While in this mode, you will have a small bar at the bottom right-hand corner of your screen:

Click here to open the chat window.









Click here to open the list of participants.

Open your chat and participants windows so that you can communicate with the presenter during the training session. When those windows are open, it should look like this:

Meeting Controls

Participants


	Name	Tools
	Liz Chapman (Host)	
	Chris	


 Raise Hand  Mute

Chat

Send to: **All Participants**

Select a participant in the Send to menu first, type chat message, and send...



 Viewing Liz Chapman's Desktop 