Tips on Participating in an Elluminate *Live!* Session

**Preparation**

- Find comfortable place with no distractions.
- Ensure that your audio is working correctly prior to your session.
- Take the Elluminate *Live!* Online Orientation or refer to the Elluminate *Live!* Participant Guide for more information on all the features prior to your first session. This information and more is available from Elluminate’s Support Web page at [http://www.elluminate.com/support/](http://www.elluminate.com/support/).

**In-Session**

- Be sure to join the session 5 – 10 minutes prior to the start.
- Set your Connection Speed to the Internet.
- Use the Audio Setup utility to test out your microphone and speakers.
- Participate in the session by responding to polls and providing feedback to the moderator.
- Remember to raise your hand when you have a question or a comment.
- Use Direct Messaging to send messages to other participants and the moderator during the session.
- Remember that running other applications on your computer (such as an Internet browser) can slow your connection to Elluminate *Live!*
Note:
- During your first session:
  - Use the Set Up Audio utility from the Tools menu to configure your microphone and speakers.
- Some features may not be available depending on your version of Elluminate Live! and configuration.