

## Leading an iLinc Session

### Before Logging On To iLinc

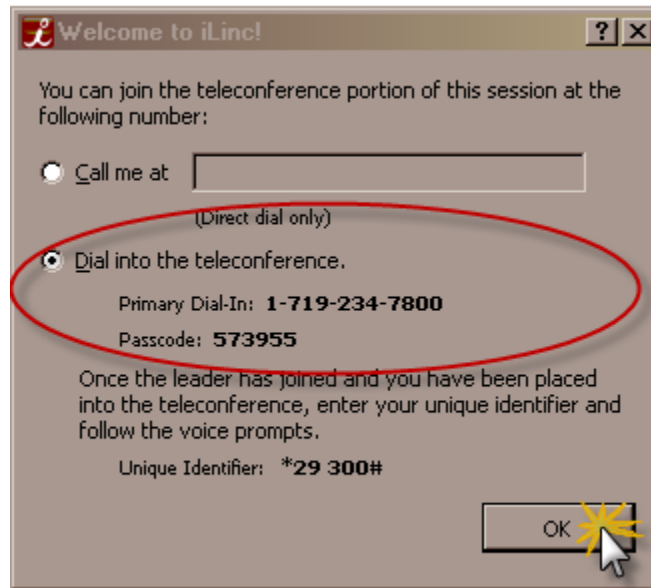
1. Turn on the laptop and log in with your network username and password.
2. After the laptop is on and booted up, plug in the webcam.
3. Call into the conference line.
  - a. Dial your conference line.
  - b. Enter your moderator code
    - i. The meeting attendees will call the same number and enter the passcode you give them.

### To Log On To iLinc

4. Log into iLinc at <https://oregon.ilinc.com>
  - a. Enter your username.
  - b. Enter your password: if you don't remember, you will need to request a new one and retrieve it from your e-mail before the meeting.
5. Referring to the screen below, you should be on the Home tab (a), with My Sessions (b) selected. Make sure you are on the List (c) tab, and have View Scheduled (d) selected. Your scheduled class will be displayed. (See image)

	TYPE	SESSION NAME
JOIN		Heather Testing
JOIN		Oregon GovSpace Training
JOIN		Oregon GovSpace Training
JOIN		Oregon GovSpace Training

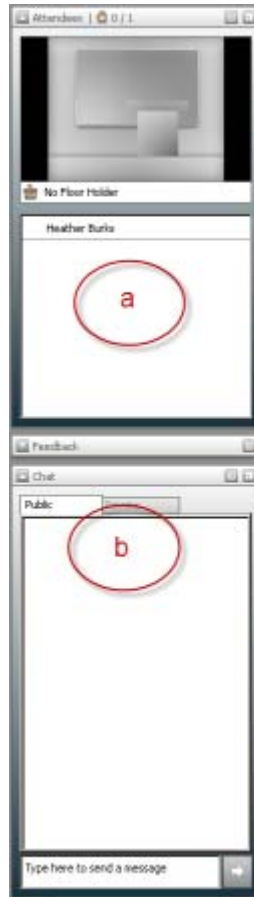
6. Click the Join button next to the session you are joining. You will be connected to the iLinc client. The client will begin to load. This will take a few moments.
7. When you are connected, it will ask if you want iLinc to call you at a number. Since you should already be dialed in to the teleconference (step 3 above).
  - a. If you want to record the iLinc session with audio, choose the option that says "Dial in to the teleconference". iLinc will dial into the conference line you should already be connected to.



- b. If you do not want to record the iLinc session with audio, click the Cancel button.
8. Once you have entered the session, on the top, left-hand side of the screen, just under the toolbar, you will see an icon for a video camera. If there is a red line through it, click on it once. This will activate the webcam. You should see live video now streaming in the area where your picture was.



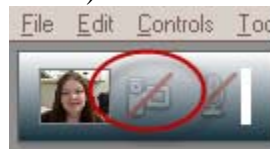
9. You will be able to see the names of all the participants that have joined the session on the left-hand side of the screen under the video stream (a). You will also be able to chat with participants online in the Chat area (b).



10. If you would like to record the session, click on the Record Session link in the bottom, right-hand area of the iLinc screen. It will take a few seconds to start recording. You should announce to the participants that you are beginning to record the meeting.

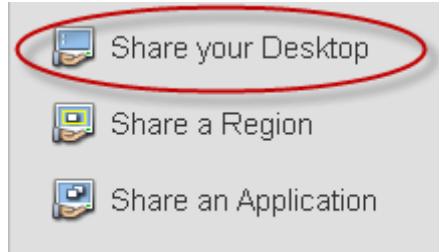


11. When you are ready to begin the meeting, announce that you are beginning the meeting. Turn off the webcam by clicking on the camera icon. (It will get a red line through it when it is turned off.) The live video will turn back to your picture.



12. Click on Share your Desktop, located on the right-hand side of the screen. This will show participants what your desktop looks like. Be sure to have the GovSpace page already pulled up and selected in the browser so this is what the group sees when you share your desktop. Everything you do on your computer

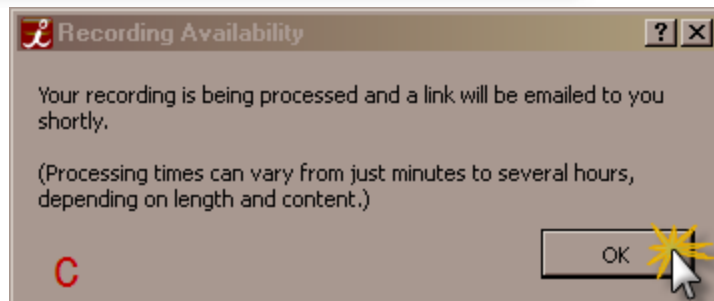
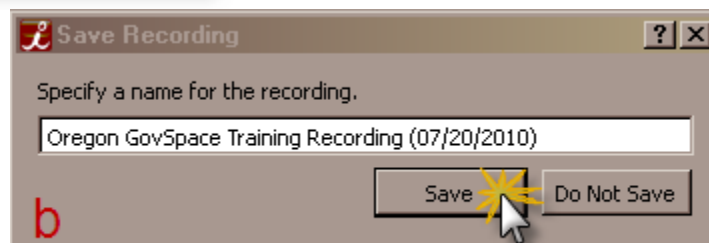
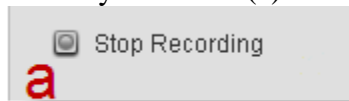
will now be shown to the group. (Because of this, you should probably not have your e-mail open.)



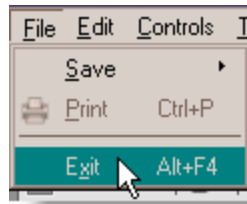
13. Go to the document you wish to share. Open the document and begin work. Your group will see exactly what you have on your screen no matter what application you are in.

### **To End Session**

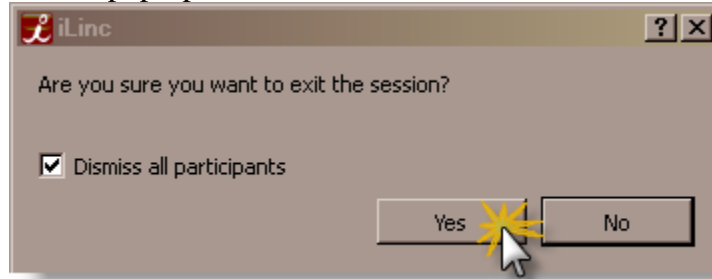
14. When you are ready to end the session, switch your screen to the iLinc session leader page.
15. Click on Stop Recording on the bottom, right-hand area of your screen (a). You will still be “live” with the group, but the recording will be stopped. It will ask if you want to save your session (b). Click OK and a link to the recording will be sent to your inbox (c).



16. When you are ready to end the session, click on File on the toolbar, and select Exit. Choose to dismiss all participants.



17. If you would like to save the list of participants, you can choose to do so and save it to your computer. (When you end the session, all participants will be forced out. They will receive a pop-up box that the leader has chosen to end the session.)



18. Hang up the phone.