

**College of Agriculture and Life Sciences
All Hands Meeting
January 9, 2012**

**9:30-11:30 a.m.
McClelland Park, Rm. 105**

Illuminate Instructions

To connect to the “All Hands” meeting with Dean Burgess, use the link below from a computer already accessing the internet. If you have java loaded on your computer, the link will take you to the presentation after a minimal number of steps. You will need to type in your name, then “OK” and then “Allow”. If you do not yet have java, please see information at the bottom below.

<http://illuminate.oia.arizona.edu/scheduleMeetingnochair.php?sessionId=530456>

If you have difficulty with the above, please see:

Illuminate Users Guide- <http://www.illuminate.com/Training/Documentation/Detail/88/?id=227>

Simple instructions- Click the appropriate link above and follow the prompts. When Illuminate starts, click Tools, Audio Wizard to test your speakers. You will not need a microphone.

More detailed instructions-

1. You will need to have Java installed on your computer, many computers already have Java. If yours does not you should be guided through a short installation and when you start Illuminate. If you have problems, see the Java Help section at the bottom of this page.
2. Click on the appropriate link above depending on whether or not you have a UA NetID.
3. You may see the following Security Warning and need to choose yes if you want to participate. This is simply allowing your browser to open the Log In site.



4. Log in and enter name when prompted.
5. Elluminate will need to download one or more applications (including Java) to your computer. You will need to allow this. How you do this differs depending on the browser you use and how your security is set up. Please contact your desktop support person in advance of the web forum to ensure that you will be able to view the forum.
6. You may now see the following security warning. And will need to allow the program to run.



7. At this point Elluminate will load and start.
8. Click Tools, Audio Wizard to check that your speakers are working. For these forums you will not need a microphone as viewers will not be able to participate by voice. You will be able to enter your question for the candidate in the chat box at left so that a moderator may ask the question should there be enough time.

Java Help

1. You can check to see if you have Java installed and install if needed here: <http://www.java.com/en/>
2. Java Help Center: <http://www.java.com/en/download/help/index.xml>