

Example Email Attachment:

For Web-Based Meetings Held using Wimba Classroom

Hello _____:

I am looking forward to our upcoming web-based meeting, to be held on _____ (date) from _____ (time) to _____ (time) EST. We use [Wimba Classroom](#) to host such meetings. Therefore, the steps listed below focus on the use of that particular tool; following these steps will ensure that we can optimize our time together.

Step #1: Prepare Your System

Please run the [Setup Wizard](#) – located at <http://67.202.211.141/wizard/wizard.html.pl> – before you enter our Wimba Classroom for the first time (in order to ensure that your system is ready to go)



If you run into any issues, please contact **Wimba Technical Support** via either:

- **Wimba's 24x7 Technical Product Support Line:**
 - **866.350.4978 (US & Canada)**
 - 0800.007.6788 (UK) | 703.956.3816 (Other)
- **Email:**
 - technicalsupport@wimba.com

Step #2: Enter into the Online-Based Classroom / Meeting Area

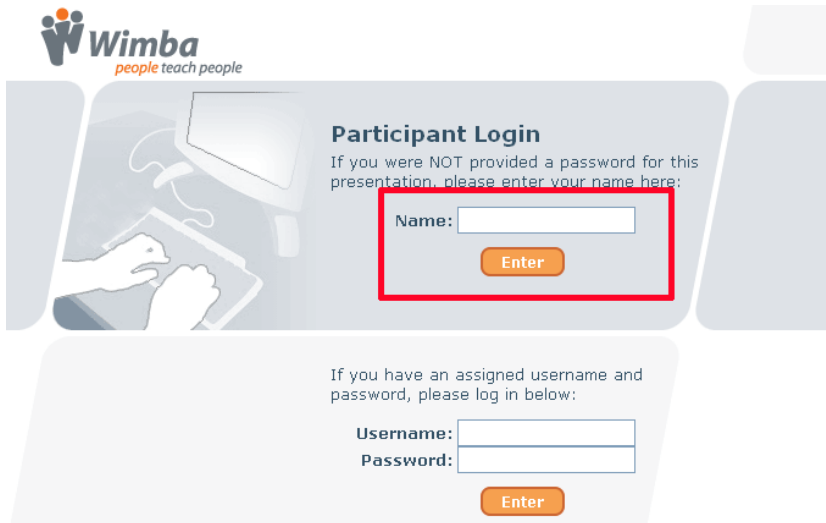
To access our web-based meeting/classroom:

Launch a web browser (such as Internet Explorer, Firefox, or Safari) **and go to:**

- **The URL of your Wimba Classroom**

[\(See this document for information on how to get that information\)](#)

The following screen will appear:



The image shows a screenshot of the Wimba Participant Login screen. At the top left is the Wimba logo with the tagline "people teach people". The main heading is "Participant Login". Below the heading, there is a message: "If you were NOT provided a password for this presentation, please enter your name here:". There are two input fields: "Name:" followed by a text box, and "Enter" button below it. A red box highlights the "Name:" field and the "Enter" button. Below this, there is another message: "If you have an assigned username and password, please log in below:". There are two input fields: "Username:" followed by a text box, and "Password:" followed by a text box, with an "Enter" button below them.

On that screen, feel free to **enter whatever name that you want to appear within the online meeting space; then click the Enter button.**

Next, you will see this screen:



The image shows a screenshot of the Wimba "Is Your Computer Ready?" screen. At the top left is the Wimba logo with the tagline "people teach people". The main heading is "Is Your Computer Ready?". Below the heading, there is a message: "All users should run the Setup Wizard before entering for the first time. This will ensure that you have a successful Wimba Classroom experience." There is a "Run Wizard" button highlighted with a red box. To the right of the button, there is a red arrow pointing to the button with the text: "If you haven't run the Wizard, please do so." Below the "Run Wizard" button, there is a "click here" link highlighted with a red box. To the right of the link, there is a red arrow pointing to the link with the text: "If you have already run the Wizard, you can click here to enter our meeting."

NOTE:

If you don't have a USB-based microphone or webcam, you can dial into the meeting via the following telephone # and PIN code ([see this document for information on how to get that information](#)):

- (201) _____ - _____
- Student/participant PIN #: _____

Again, if you run into any issues, feel free to contact Wimba Technical Support:

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 - 0800.007.6788 (UK) | 703.956.3816 (Other)
- **Via email:**
 - technicalsupport@wimba.com

I look forward to our meeting. If you have any questions, please let me know.