

Sample Meeting Invitation to send to participants:

You have been invited to join a virtual meeting

Date:

Time:

Login Instructions for the meeting:

1. Login at: **Wimba room launcher link URL goes here**
2. In the Participant Login "Name" field type your name
3. Click the "Enter" button.

The Wimba Classroom interface will load, and you will automatically enter the meeting room.

Test Your Computer:

Before attending, please check your system with the following link:

<http://uutahlive2.wimba.com/wizard/launcher.cgi>

If you encounter any problems while running the Set-Up Wizard or joining the event, please contact the Wimba 24X7 Helpdesk at 866.350.4978 or technicalsupport@wimba.com.

IMPORTANT:

In order to interact during this meeting, we recommend using a headset and microphone connected to your computer. However, you can use the phone simulcast feature if you do not have a computer microphone by dialing the following phone number and pin to join the event.

Telephone Audio Access:

Dial-in number: Phone (201) 549-7623

Phone PIN: **Paste the participant PIN here**