General Instructions for using Wimba

**Entering the Wimba Classroom**

1. Click the link to the Wimba classroom that is provided in the email that sent you to this document.

**Setup Wizard**

1. On the new window, run the ‘Setup Wizard’.

2. The ‘Set Up’ will open in a new window. Start the setup and follow the instructions that each step says.

**Preparation:** If you plan to speak during your meeting, plug in some type of microphone through your computer to use while speaking in the Wimba meeting or have a telephone ready to call the number given below in the **Talking Through Wimba** section.
3. When all steps are complete, click the finished link for the pop up ‘Wizard’ to close.

![Wizard completion screen]

4. Back on the main Wimba page from step 1, click ‘Participant Login’. You may type your name for reference during the meeting after you click the ‘Participant Login” button.

![Participant login screen]
5. Once clicked, the actual Wimba Classroom will open in a new window.

6. When the meeting begins, the PowerPoint will be shown the space that Welcomes you to the meeting.

Talking Through Wimba

Option 1: Talk through a Computer Mic in Wimba

Preparation: Prior to or during the Wimba Setup Wizard, plug in some type of microphone through your computer to use while speaking in the Wimba meeting.

1. If during the meeting you would like to talk to the group, click and hold the ‘Talk’ button as shown below
Option 2: Talk through a Phone in Wimba

**Preparation:** To use a phone to talk through Wimba, you must also use that phone as your speaker to hear all other audio in the meeting. Before the meeting begins, have a phone ready to call the number below. Also turn off or mute your computer speakers to reduce the chance of the entire meeting hearing echoes.

1. Click on the blue telephone icon.
2. Call the number listed on the top line. (NOTE: This number is long distance.)

3. When asked, enter the provided PIN.

**Chatting Through Wimba**

1. If during the meeting you would like to ask a question through the ‘chat’ type your message in the space that is highlighted in yellow below and then click enter.

(Note: Most likely, the question will be answered verbally by the presenter and you will hear it through your computer speaker or telephone.)