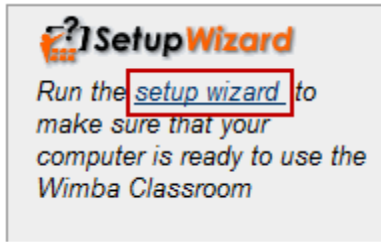


## Wimba Classroom Quick Reference Card for Participants

### Accessing Wimba from myWPI

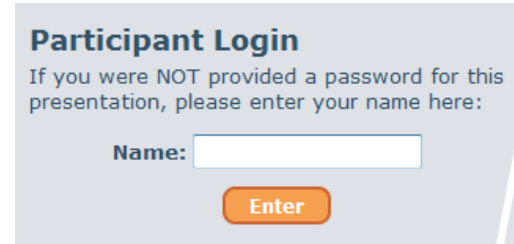
1. From your course or organization site, go to *Communication > Wimba Classroom*.
2. The list of available rooms will appear. Click the one that is appropriate.
3. The next page will allow you to access the live meeting room and any available recordings the course instructor or organization leader has chosen to make available.
4. If this is your first time using Wimba Classroom, it is recommended that you run the *Setup Wizard*.



5. Click *Enter Room* to access the live meeting room.

### Accessing Wimba from an Email or other URL

1. The event organizer should have provided you with a URL to access the event. Click this URL or copy and paste it into your default browser's address bar.
2. On the next screen, enter your first and last name into the top box (below *Participant Login*) and click *Enter*.



3. If this is your first time using Wimba Classroom, it is recommended that you run the *Setup Wizard*. If you have used Wimba in the past, you can use the small *click here* link at the bottom of the page to skip the *Setup Wizard*.

### Audio Options

You can participate in Wimba Classroom events using a computer microphone and speakers or phone connection.

#### PC Audio

Note: Headsets recommended over separate microphone and speakers. USB microphones are also not as effective as 3.5mm jack microphones.

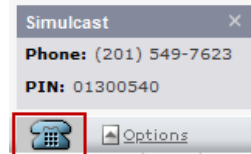
To use a computer microphone and speakers, simply plug the components into your computer. Use the volume control settings in the media bar to make audio adjustments during the event. To speak, press and hold the *Talk* button.



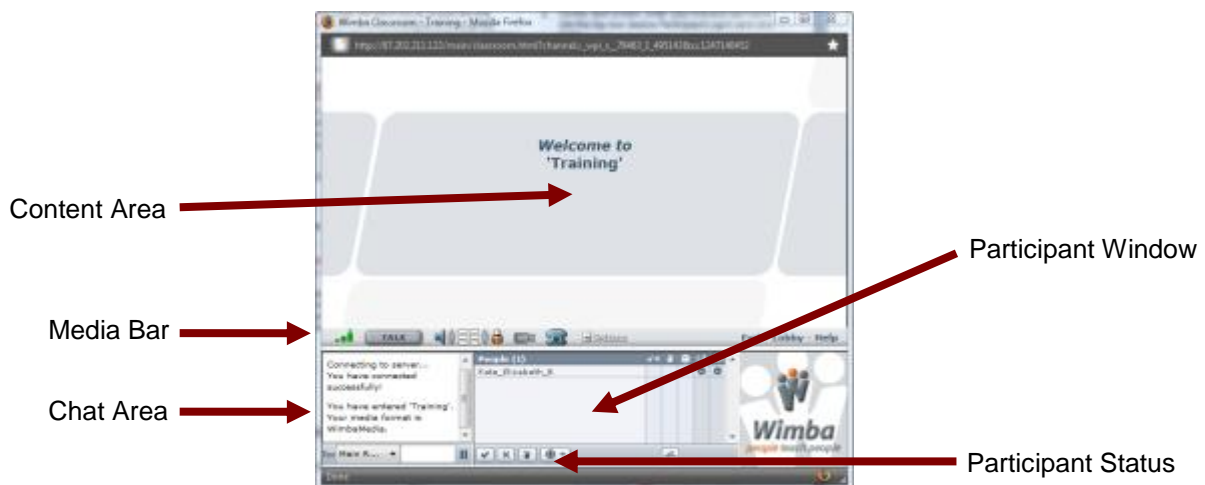
#### Phone Audio

Note: Long distance charges do apply.

If you do not have a computer microphone, you can still participate using a telephone connection. Once you are in the event, click the phone icon in the media bar to obtain a call-in number and participant pin.



### The Wimba Interface



For Wimba Help & Support, visit: <http://www.wpi.edu/+ATC/Facilities/Wimba/> or contact [wimba@wpi.edu](mailto:wimba@wpi.edu)