Accessing Elluminate from outside of eCampus

1. Go to https://sas.elluminate.com/site/internal/myelluminate

2. Enter your username and your password.

3. The first page will be your My Elluminate area. This allows you to search for ongoing meetings (if necessary).

To create a meeting (Using the Basic Fields):

1. Click Schedule a Meeting (on the left-hand side).

2. The only options that appear are the Basic Fields area.
   a. Enter a Session Name.
   b. Enter the Start and End Dates and Time.

3. Click Create the Session (upper right-hand corner next to Basic Fields). You will receive a confirmation email in your Blinn email account concerning the session.

To create a meeting (Using the Basic and Default Fields):

1. Click Schedule a Meeting (on the left-hand side).

2. Fill in the options for the Basic Fields area and click on Show Default Fields. Here, you can adjust some of the settings such as email notification, recording, boundary time, maximum number of talkers, maximum number of cameras, etc.

3. When you have set the Default Fields you wish to change, click Create this Session (upper right-hand corner next to Basic Fields). You will receive a confirmation email in your Blinn email account concerning the session.

To invite others to attend your meeting:

1. In the confirmation email in your Blinn account, there is a link to give to others to join your session.

2. Notify the attendees of the session by sending the link via email.

3. When the attendee clicks the link, they will enter their name and Elluminate should load.

Changing your password

1. Click Profile.

2. Click Edit.

3. Remove the stars in Password box, and enter your password.

4. Re-type the password in the Confirm Password box.

5. Click Save.