



## In-Session Invitation Quick Reference Guide for Moderators

The **In-Session Invitation** feature of Elluminate *Live!* enables Moderators, from within a live session, to invite people into the session by sending them email or instant messenger invitations. The invitations contain a link to join the session.

### Sending an In-Session Invitation

To send an email invitation to a participant:

1. Open the **Invite New Participants** window by clicking the  button in the Moderator Toolbar.

**Invite New Participants**

Invitation Message:

Please join me in a session entitled "STAFF MEETING". This session is currently in progress.

To join the session, please click on the link below.

<https://sas.elluminate.com/m.jnlp?sid=7&password=M.D000DADF6AB3AE8E3DAF52401EB42A>

Keep this dialog open

**Compose Email** Copy Link Cancel

2. (Optional) Edit the invitation text as desired.

**Invitation Message:**

Hi John,  
The team has gathered in the Staff Meeting Elluminate session. Please join us. This session is currently in progress.

To join the session, please click on the link below.

3. Click on **Compose Email** button. A new message composition window for your default mail application will open. It will be populated with the information from the **Invite New Participants** dialog.
4. Enter the email address of all those to whom you wish to send the invitation and click on Send. The invitation will be emailed to guests immediately.

**Session Invitation - Message**

File Edit View Insert Format Tools Table FlashPaper Window Help

Attach as Adobe PDF

Send

To...

Cc...

Subject: Session Invitation


Please join me in a session entitled "STAFF MEETING". This session is currently in progress.

To join the session, please click on the link below.

<https://sas.elluminate.com/m.jnlp?sid=7&password=M.D000DADF6AB3AE8E3DAF52401EB42A>

## Copying the Session Link to An Application

To copy the session link so you can paste it into another application (such as an instant messaging application), follow the steps below:

1. Open the **Invite New Participants** window by clicking on the  In-Session Invite button.
2. Click on **Copy Link** button.
3. Open the other application such as Instant Messenger and paste the link. The recipient will be able to join your session. No username or password is required.

### Tips

- If the Compose Email button does not open your email application, you may not have a mail application set as your default. If required, consult your system administrator for help setting a default email application.
- If your default mail application opens but the text is copied into the new message incorrectly, you have two courses of action:
  1. Try changing your Email Encoding Invitation Option under Preferences.
  2. Select Keep this dialog open in the Invite New Participants window, manually open your email application and copy and paste the text from the Invite New Participants dialog into a new message composition window in your email application.