Chapter 5  In-Session Invitations

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 invitations. The invitations contain a link to join the session and, optionally, a session password (both of which are generated by the Session Scheduling Server when the session is created).

To use the In-Session Invitation feature, it must be enabled for your session by the session creator.

Only Moderators can use the In-Session Invitation feature.

Sending an In-Session Invitation

To send an email invitation to guests, follow the steps below:

1. Open the Invite New Participants dialog by doing one of the following:
   - From the Session menu, select Invite New Participants.
   - In the Tool bar, click on the In-Session Invite button.

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

   You cannot edit the link or password.

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6 Session Administration System or Elluminate Live! Manager.
3. Click on **Compose Email** button. A new message composition window for your default email 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 sent the invitation and click on **Send**. The invitation will be emailed to guests immediately.

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Do not edit the link or password.

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. (For details, see *Setting the Email Text Encoding Format* on page 77.)
2) Select *Keep this dialog open* in the Invite New Participants dialog, manually open your email application and copy and paste the text from the the Invite New Participants dialog into a new message composition window in your email application.
Copying the Session Link to Another Application

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

1. Open the Invite New Participants dialog by doing one of the following:
   - From the Session menu, select Invite New Participants.
   - In the Tool bar, click on the In-Session Invite button.

2. Copy the link by doing one of the following:
   - Click on the Copy Link button.
   - Select the link text and copy it using Ctrl+C (C on Mac).

3. Open the other application and paste the link and password (if applicable) where desired.

Setting the Email Text Encoding Format

If you find some of the (non-ASCII) text from your In-Session Invitation message is garbled when copied into your email application, try changing your Email Encoding Invitation Option under Preferences.

- Non-ASCII text includes characters such as non-English characters, accents, umlauts and special characters such as dashes, ©, ™ or smart quotes.

The Email Encoding Invitation Option is not required for Linux and Solaris so there is no Preferences dialog for In-Session Invite on these platforms.

To change the Email Encoding option in the Preferences dialog, do the following.

1. Open the Preferences dialog in one of the following ways:
   - From the Tools menu, select Preferences… (Windows, Linux & Solaris)
   - From the Elluminate Live! (Apple) menu, select Preferences (Macintosh)
   - Enter Ctrl+Comma (Windows, Linux & Solaris)
   - Enter ⌘, (Macintosh)
2. In the left pane of the Preferences dialog, select In-Session Invite > Invitation Options. The Invitation Options preferences panel appears.

![Preferences dialog](image)

3. Take note which option is currently selected and then select the other one. The two options available to you are the following:

   ✓ **Unicode (UTF-8):** This is the Elluminate Live! default option for Mac, Linux and Solaris.

   ✓ **Platform Native:** This is the default encoding used by your operating system: Cp1252 on Windows, MacRoman on Mac and UTF-8 on Linux and Solaris. It is the Elluminate Live! default option for Windows.

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The Email Encoding Invitation Option is not required for Linux and Solaris because, for these operating systems, both options result in UTF-8.