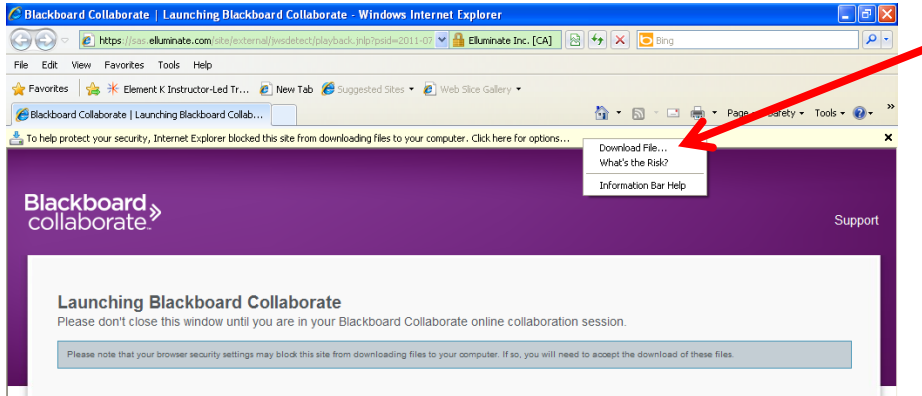
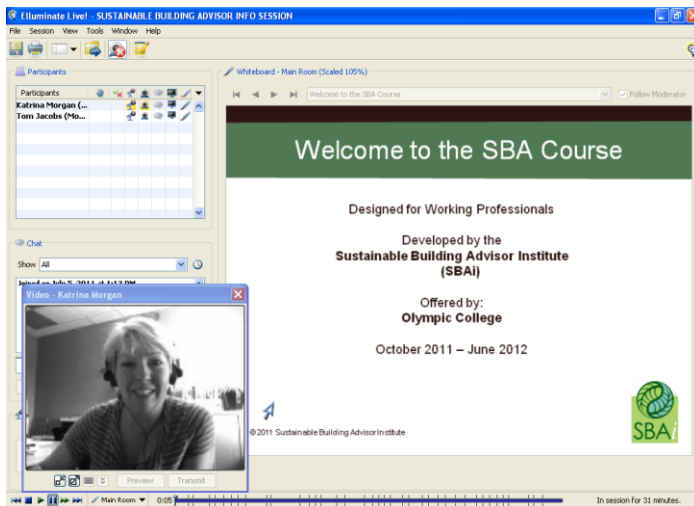


{ How to Download Elluminate File }

1. Click on Link “Sustainable Building Advisor Info Session”
 - a. The following screen will come up
 - b. Right click on the beige bar on top and click download file

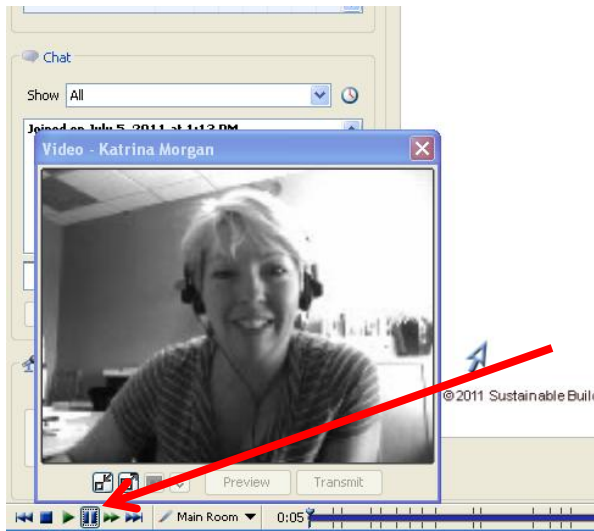


2. Wait for download. Once file downloads, the following screen will come up and will immediately launch the recorded info session.

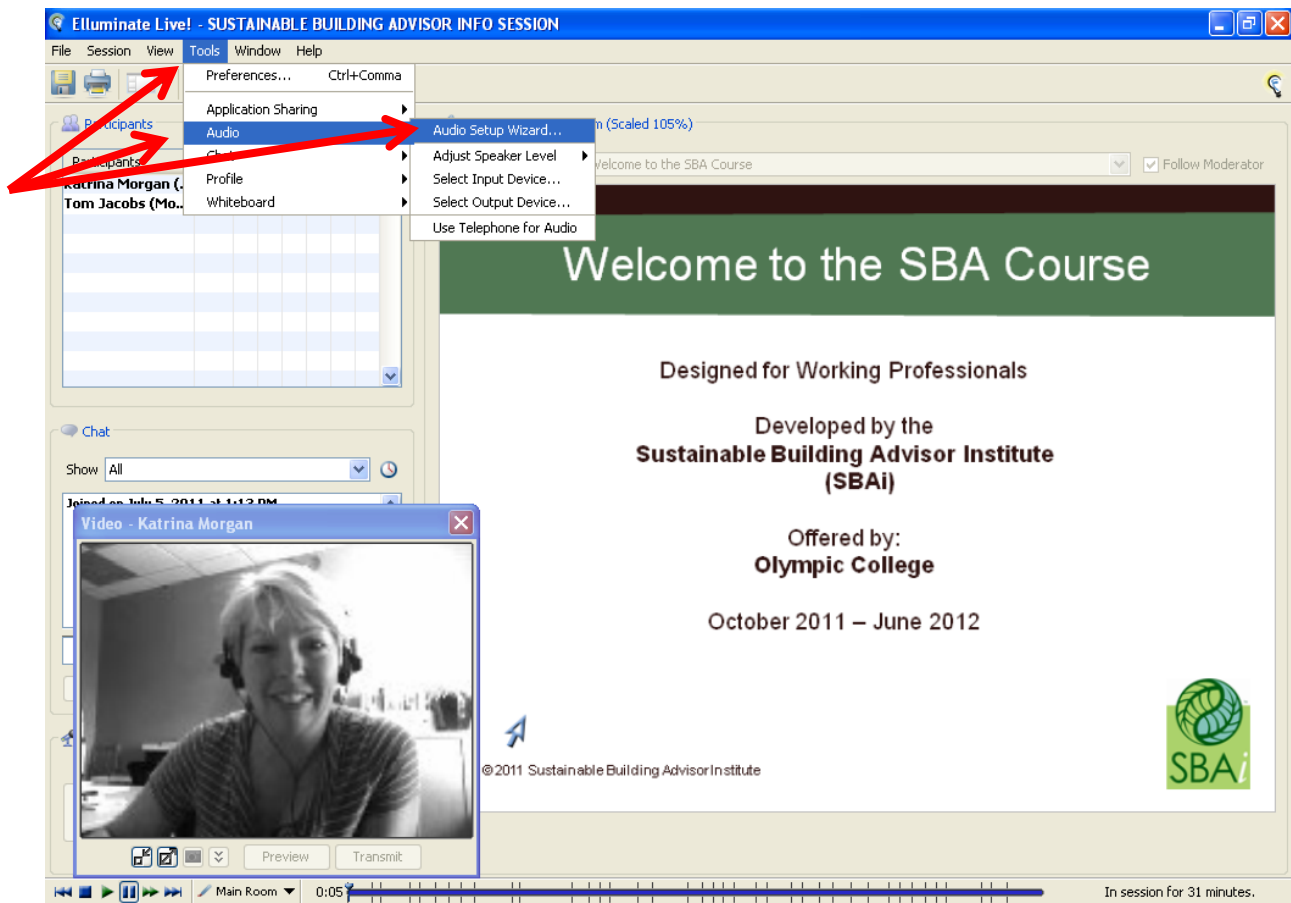


3. If you do not automatically receive sound, even after turning your speakers on and turning up your volume (including deselecting mute), please follow these instructions to turn the speakers on within the info session recording.

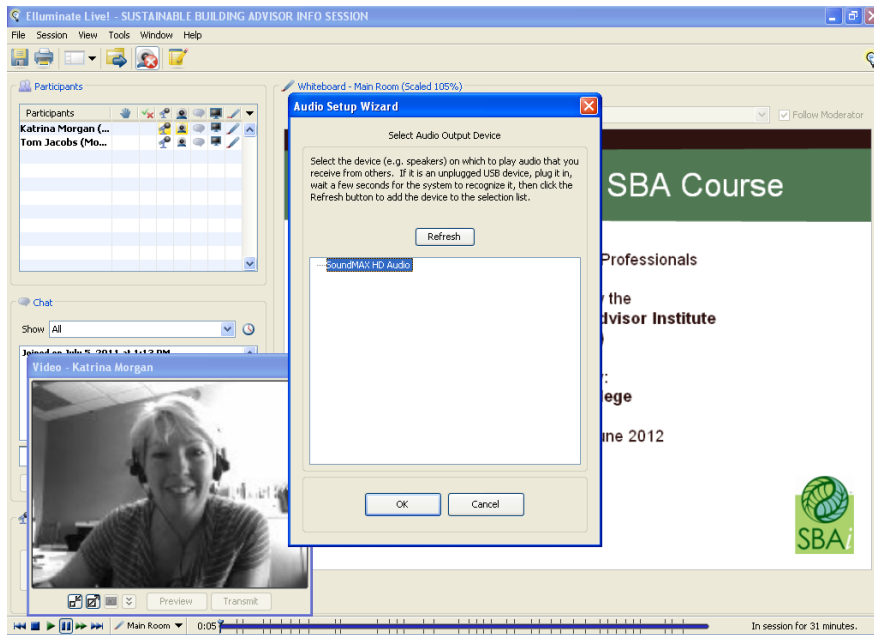
4. Press the “pause” button found in the lower left hand corner of the screen.



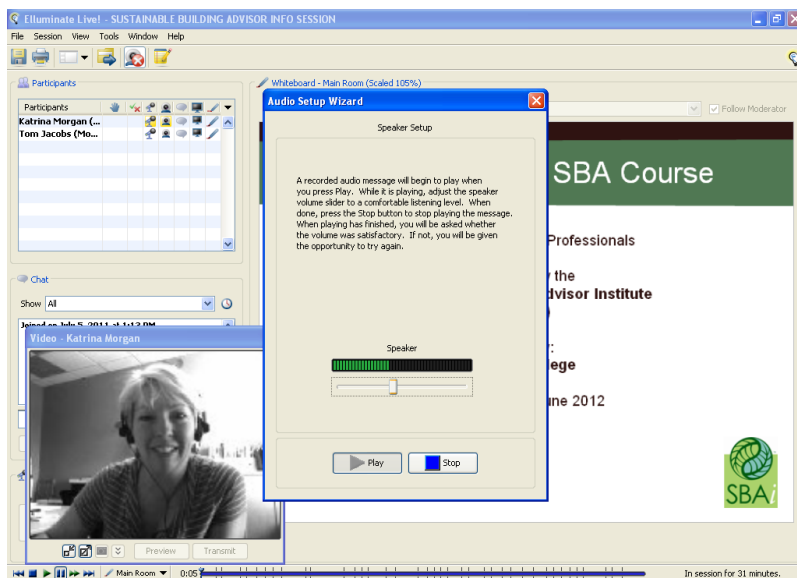
5. Once recording is paused, go to Tools, Audio, Audio Setup Wizard



6. When you click “Audio Setup Wizard, the following screen will pop up. Click OK.



7. Follow Audio Setup Wizard instructions.



8. Audio should work. Press play to resume info session. If needed, you can rewind to beginning.
9. If you have any questions for the instructor regarding this program, contact Katrina Morgan at katrina@fermataconsulting.com.