



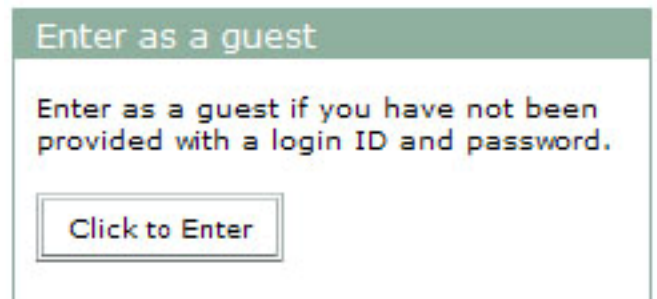
## Quick Start Guide for Breeze Participants

1. **Launch your browser.** Minimum acceptable browser versions: Internet Explorer 5.0 or Firefox 1.5 (NOTE: all other university systems require at least Internet Explorer 7.0 and Firefox 2.0 minimum versions).
2. For best results, **clear your cache.** Internet Explorer, TOOLS : Internet Options : Browsing History : Delete : Temporary Internet Files. Firefox, TOOLS : Clear Private Data.
3. **Log into Breeze**

A. Go to the URL you were provided from your instructor or within Oncourse: (i.e., <http://breeze.iu.edu/course>)

B. **Login as a guest:**

- i. Click the **Click to Enter** button.
- ii. Type your first and last name; click **Enter Room**.



4. The **first time** you login, **install the Breeze Add-in:**

- A. From top left of screen, click the Meeting drop-down menu.
- B. Select Audio Setup Wizard.
- C. Click Install (see figure to the right).
- D. Click Yes in the dialog box.
- E. The window will close and reopen



## 5. Adjust Flash settings.

A. Right-click anywhere on the screen and choose Settings.

B. In the Macromedia Flash Player Settings dialog box, at bottom left, click the icon of a computer screen with an eye:

- Click the Allow radio button and the Remember box.
- Ignore the folder with green arrow icon and Deny and Advanced buttons.



C. From the microphone icon dialog box:

- Check the Reduce Echo box.
- From the drop-down list, select the microphone you are using.
- Test your microphone by speaking—the green bar on the left should move as you speak. It may turn yellow or red as sound increases. If there is no movement, select a different microphone.



D. If you have a camera:

- From the drop-down list in the camera icon settings, select the camera you are using.

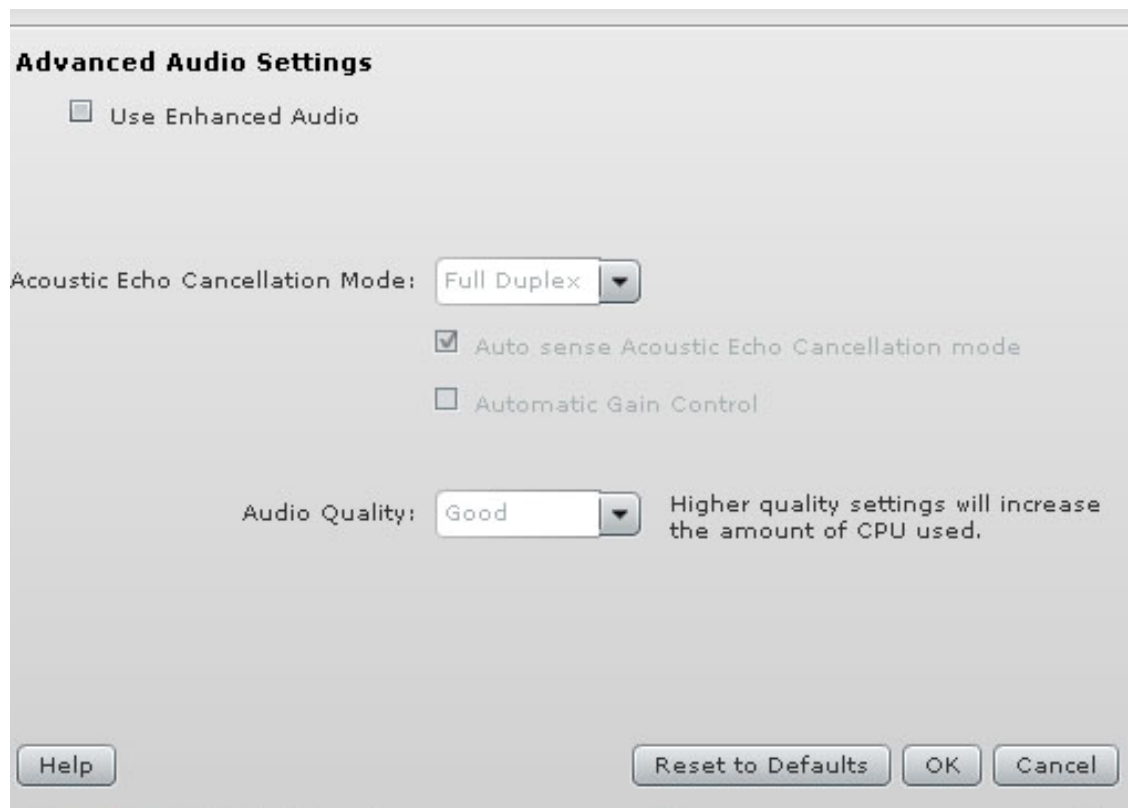
E. Click Close button at lower right.



6. **Run the Audio Setup Wizard.** Recommendation: you should run the audio setup wizard prior to each Breeze session.

For Windows computers:

- A. From the Meeting drop-down, choose Audio Setup Wizard then click Next.
- B. If the Verify Install button appears, the add-in is not properly installed. Repeat step #4 above.
- C. To check the audio, click Test then click Next.
- D. From the drop-down list, select your microphone/headset then click Next.
- E. To test your microphone, click Record and read the sentence on the screen. Click Stop then click Play to hear your recording. Click Next.
- F. Click the Test Silence button and remain quiet. Wait for the recording to finish. Click Next.
- G. Select the Advanced Settings button. (see figure below). Deselect Use Enhanced Audio. Click OK.
- H. Click Finish.



For Macintosh computers:

- A. In the Settings button, adjust the Microphone Volume to between 50 and 70. Echo Suppression should be checked. Click OK.
- B. Click Finish.

**Note:** For My Connection Speed in the Meeting drop-down list, select LAN or DSL according to your connection type (i.e., if you are on a LAN, choose LAN; if you are on DSL or cable, choose DSL).

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