

Latitude Bridge Audio Downloading Instructions

Accessing the Data-Conferencing Web Page

1. Bring up your web browser, preferably any version of Internet Explorer. Netscape can also be used except for versions 6 & 7.
2. Type in the following URL to open the conference webpage:
<http://meetingplace.aces.uiuc.edu/>
3. This will open a "Welcome to Meeting Place" page. Click on the "**Find Meeting**" tab. ***First time users should scroll down to the bottom of the page and click on "Browser Test" to make sure your security settings are open before clicking on the "Find Meeting" tab.***
4. On this page, **enter your name in the "Guest Name" blank box on the left side of the screen and enter the Meeting ID in the box and hit "Enter/Return/Find Meeting."** ***You must enter a name in the "Guest Name" box or the program will not move forward.***
5. The Welcome page will greet you by name and show the meetings with the ID you just entered. **Click on the blue colored Meeting ID numbers.** This serves as a hotlink to the meeting.
6. **Enter the Meeting Password.**
7. A basic information block about the meeting will appear. **On the right side of the screen, under the "Options" section, click on icon tab to the right of "Attachments/Recordings".**
8. The following page will list the "**Meeting Recordings**" and "**Meeting Attachments**".
9. To download the "**Meeting Recording**", in the "**Play**" column, **right click** on the recording format of your choice (WAV, Media Player, or MP3). This will bring up a pulldown menu of choices. Select "**Save Target As...**". Rename the audio file and save it to your computer.
10. To download the "**Meeting Attachments**", **left click on the blue hotlink** of each of the attachments. Save each document individually to your computer.

Note: The "Web Recording" option that streams the audio and visual presentation simultaneously cannot be saved to your computer.