

You may change session options such as the password, extend the end date etc. at any time after the session has been created. Some changes require that the room/session be empty before the changes will take effect. The URL of the session does not change so you will not need to amend any links to the class or session from your course website.

1. Login to <https://maclive.mcmaster.ca> using the UserID and password provided to you. N.B. Both are case sensitive.

2. Click on

3. Click on any column title to sort and easily locate your session on the public session menu.

The screenshot shows the MacLive web conferencing interface. At the top, there are logos for MacLive Web Conferencing and McMaster University. A navigation menu includes 'Sessions', 'Recordings', 'Reports', 'Users', 'Lists', 'Profile', 'Preferences', and 'Help'. The 'Sessions' page is active, displaying a table of sessions for February 2010. Annotations include:
 

- An orange arrow pointing to the 'Created By' column header with the text 'Click on the column title to sort'.
- A green arrow pointing to a pencil icon in the 'Tools' column with the text 'Click here to edit session options (date, time, password etc.)'.
- A blue arrow pointing to an 'Update' button.

| Tools | Time   | Session Name                    | Created By     | Pwd? | Role | Seats | Delete                   |
|-------|--|---------------------------------|----------------|------|------|-------|--------------------------|
|       | 2005/07/01 3:00 PM EDT - 2010/12/31 10:00 PM EST | Virtual Office - James Dietrich | James Dietrich |      |      | 0     | <input type="checkbox"/> |
|       | 2007/09/27 8:45 AM EDT - 2011/02/28 9:45 AM EST  | Virtual Office - Muriel McKay   | Muriel McKay   |      |      | 0     | <input type="checkbox"/> |

4. Click on pencil icon under the Tools column to edit any session options

5. Click on the Update button to save your changes and re-generate the Session Details screen. Verify that the details are correct.

**N.B. The session URL will not change.**

6. Return to the daily schedule or select

The email template contains the updated session information, instructions on how to join the session and reminders to test audio equipment.

Email the invitation to yourself and circulate to your participants from your preferred email client where you have access to your address book and can save a copy of the email.

**N.B. session URL's are lengthy and subject to line breaks in some emails. You can convert a lengthy URL to a shorter version using <http://tinyurl.com>**