



### Subscribe to WebLearn podcasts with iTunes

#### Copying the URL from the Podcasts Tool

To subscribe to a podcast first you need to have the URL of the Podcast.

1. From the list of tools at the left, **Click Podcasts**
2. Under *the text Podcasts*, **Press and drag to highlight the URL**
3. **Copy the URL to the Clipboard**

#### Subscribing to the site's podcasts using Apple iTunes

A podcatcher is a program such as iTunes that can automatically download podcasts as they are posted. iTunes is freely available for both Windows and Macintosh, at <http://www.apple.com/itunes/download/>

1. **Open iTunes**
2. In the Library section on the left, **Click Podcasts**
3. To subscribe to a podcast from *the Menu bar* **Click Advanced**
4. **Click Subscribe to Podcast**
5. When the dialog box appears, **Paste the URL you copied from WebLearn into the URL field → Click OK**

You will see a spinning icon that tells you iTunes is downloading. The circular icon next to the title means that it is in a folder containing Podcasts.

6. To see inside and view the Podcasts, **Click the disclosure triangle gadget**
7. To listen to the podcast, **Double-click the title**

iTunes is set by default to check for new episodes daily. You can manually check for new episodes as well.

8. To check for new episodes manually, **Click the podcast title → Click the Refresh button**
9. To change the frequency with which iTunes checks for updates, **Click the Settings button**

