# CELA Connect Software Tutorial

**Presenter:** Welcome to the CELA Connect software tutorial video. CELA Connect is a free and easy to use software that allows you to download and remove CELA books from your Envoy Connect device. You can use this software with Windows 10 or later only.

In this tutorial, you'll learn how to download and install the CELA Connect software from the Internet, and we will demonstrate step by step how to use the software to download books onto or remove books from your Envoy Connect player.

If you've already had your Envoy Connect added to your CELA account by the Contact Centre, all you need to start is your Envoy Connect, the USB cable it comes with and your computer. If you haven't had your Envoy Connect added to your CELA account yet, you'll need your CELA account number and password in addition to the Envoy Connect, USB cable and computer.

You'll start by opening up an Internet browser such as Google Chrome, Firefox, or Microsoft Edge. Then, in the address bar at the top, type in [celalibrary.ca/help/envoy-connect](https://celalibrary.ca/help/envoy-connect) then press the Enter key. This will bring you to the Envoy Connect page. Scroll down, and find the link called “Download CELA Connect”. This link is in the CELA Connect section under the heading “Installing CELA Connect” and is in a bigger font than the rest of the text. Click this link and you'll find a file called CELAConnectInstaller.exe downloading to your computer.

Once it's done downloading, open it either from your browser or from your downloads folder and it will launch the setup application. A window will appear that will ask you if you want to install the application onto your computer. The name of the application is CELA Connect and you have two buttons at the bottom-right of the window. “Install”, which is the left button of the two and “Don't Install”, which is the right button of the two. You'll click Install.

Now the software will begin installing, and you'll need to wait for it to notify you that it's finished. Once the installation is finished, the software launches itself, which you can see on the screen, and it opens automatically. You will see a new window pop up, which is the CELA Connect software.

If you have already plugged in your Envoy Connect, when you first open CELA Connect, you'll be presented with a window that pops up saying that an Envoy Connect player has been plugged in. It will then connect you to your CELA Direct to Player bookshelf. If your Envoy Connect isn't plugged in already, that same window will say, “Plug your Envoy Connect player into the computer.” You can select “Cancel”, which is the button in the lower-right corner of the window that's popped up. And then, plug your player in. You'll see, in this case, we didn't have our Envoy Connect plugged in, so I'm going to do that now.

Once your Envoy Connect player has been plugged in, select “Connect to Library”, and a window will pop up saying, “An Envoy Connect player has been plugged in. You will now be connected to the Library service.” There are two buttons in the lower-right corner of this window: “Continue” on the left and “Cancel” on the right. We'll click on Continue.

If your player has already been added to your account, the software will log you in automatically, as you can see it's done here. If your player hasn't yet been added to your account, a window will pop up asking you to put in your CELA account number and password. Enter this information and check the “Remember me” box if you would like the software to save this information so you don't have to enter it each time you use the software. Click “OK” when you're finished, which is the button located in the lower-left corner of the window. A “Cancel” button is in the lower-right corner.

Once you're logged in, the main window, which you can see behind here, says, “Please wait - Checking your Bookshelf.” Then, this new window pops up. It reads, “This is the list of titles on your Envoy Connect player. Select one or more titles from the list to remove them from the player as well as from your Direct to Player bookshelf.” This is the book deletion screen. The books you select here will be removed from the player as well as from your Direct to Player bookshelf on the CELA website. You can either select books individually by checking the little checkboxes found on the left-hand side of each title, or you can select or deselect all by clicking the “Select All” or “Deselect All” buttons on the right-hand side of the window.

I'm going to delete this book, Salt, Fat, Acid Heat, because I'm finished reading it, so I'll go ahead and select it for deletion. I can then click the “Next” button because I'm finished making my selections. The Next button is located in the lower-left corner of this window.

The next window is the book download window. It reads, “This is the list of titles on your Direct to Player bookshelf that you can download. Select one or more titles from the list to download. Note: If this list is empty, your new titles are being prepared in the background. This may take up to 24 hours. Continue to the next step and check the list again later.”

This is the screen where you'll find the list of titles on your bookshelf that you can select to download to your Envoy Connect. There's also a “Select All” and a “Deselect All” button on the right-hand side, just like on the last page. You can select the books by checking the checkboxes on the left, next to their title. You can also go back to the previous page by clicking the back button on the bottom right-hand side. I'm going to select one new title to download, Audio Culture: Readings in Modern Music, and then I'll click the Next button, which is located in the bottom-left corner of the screen.

A new window pops up that says, “You are about to remove 1 title and download 1 new title to your player. Downloading may take some time depending on how many titles you have selected. Do not disconnect the player or exit the program until CELA Connect confirms ‘The content update has completed’.”

Below that, at the bottom of the window, are three buttons going from left to right: “Next”, “Back” and “Cancel”. We will select “Next”, in the bottom-left corner of the window. That window will close, and we will see the main window of CELA Connect. You'll see a message in the status bar that says, “Removing title: Salt, Fat, Acid, Heat.” It does that quickly. And now the status bar says, “Downloading Title 1 of 1 - Audio Culture: Readings in Modern Music.” That status bar is going to start showing the download progress in percentages. Also shown on this window is your CELA account number and Envoy Connect serial number, directly above the status message. Downloading books may take some time depending on your computer and Internet speed, so just wait until it's finished.

It's been a few minutes of downloading, and our download is nearly complete. It's at 95%.

(notification chime)

We've just heard a notification sound, which tells us our books are finished downloading. We also have a new window that's popped up here saying, “Your content has been updated. You can now unplug the player.” Click the “OK” button at the bottom-middle of the pop up, and the window will close.

Now we are at the main CELA Connect screen. It says, “Select the ‘Connect to Library’ button to review your Direct to Player bookshelf and update content on the player.” On the bottom left, we have the “CELA Website” button, which brings you to the CELA Library website. To the right of that is the “Connect to Library” button, which will start the whole process of deleting and adding books to your player again.

If you're all finished, you can click the “Exit” button, which is in the bottom, right-hand corner of the window, which will quit the software. Next time you need to use CELA Connect, you can open it by clicking the CELA Connect icon, which was added to your desktop during installation.

This concludes the CELA Connect video tutorial. If you would like written instructions on how to use the software, please refer to the CELA Connect User Guide and the other training materials available on the CELA Library website. You can find more information about the Envoy Connect here too. Just go to [CELA Library](https://celalibrary.ca/help/envoy-connect), That's C-E-L-A-L-I-B-R-A-R-Y-dot-C-A, forward slash, “help”, H-E-L-P, forward slash, “Envoy”, dash, “Connect”. That's E-N-V-O-Y-dash-C-O-N-N-E-C-T, for more information.

If you require help using CELA Connect, please reach out to the Contact Centre by calling 1-855-655-2273 or email help@celalibrary.ca.

Thanks for watching.