Using Adobe Connect for EPA HSRB Meetings

What you will need:

- ○ A **computer or mobile device** with internet connection (to watch the presentation) – Adobe Flash is required

- ○ A **telephone** (to listen to the presentations)

Event Information:

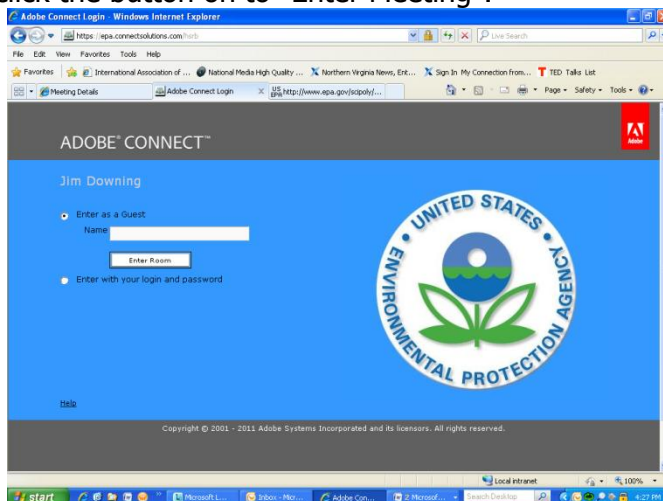**LOCATION**: US EPA Conference Center, Potomac Yard South, 2777 S. Crystal Drive, Arlington, VA

TELECONFERENCE # (to listen in to the audio portion): **866-299-3188; Passcode #2025647189**

MEETING URL (to view the presentations, video): **http://epa.connectsolutions.com/hsrb**

CONTACT: downing.jim@epa.gov

Instructions:

1) If this is your first online meeting with EPA, run the "Adobe Connect Connection Test" online at http://epa.connectsolutions.com/common/help/en/support/meeting_test.htm . If you fail any portion of the test, please follow instructions to resolve your problem. If you cannot resolve an issue, contact epacallcenter@epa.gov for further support.

2) It may be helpful to install the Adobe Connect Add-in <u>before</u> joining the event. You may install it at anytime, and will be prompted to install it if you are presenting content. You may download the client from http://epa.connectsolutions.com/common/help/en/support/downloads.htm

3) Join the Adobe Connect meeting using the URL provided by the host or the one listed above. You can log in from ANY computer with internet access.

4) You must select the first option to enter as a guest and will be asked to identify yourself by supplying your name in a small box to the right of the page as shown below. Upon entering this information, click the button on to "Enter Meeting".

You may also find the following instructions, tip sheets, and videos helpful: http://seminars.adobe.acrobat.com/vqs-participants/