

EPA's Adobe Connect Webinar Instructions

<https://epa.connectsolutions.com/ports/>

For audio: 1-866-299-3188; Pass code: 2065538087#

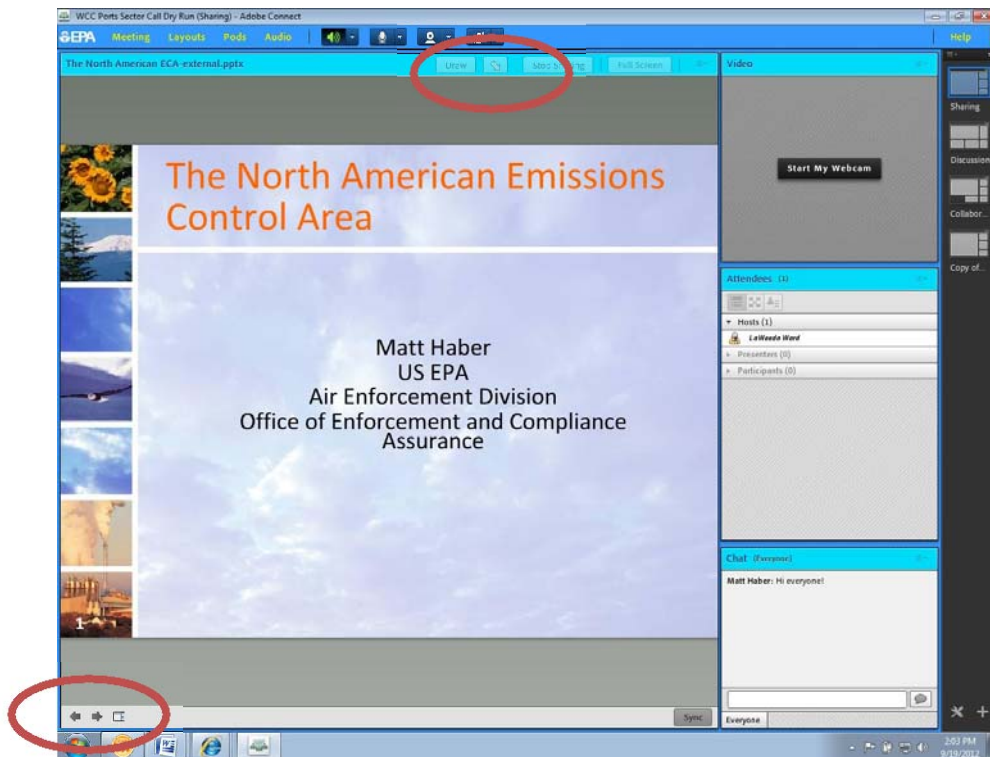
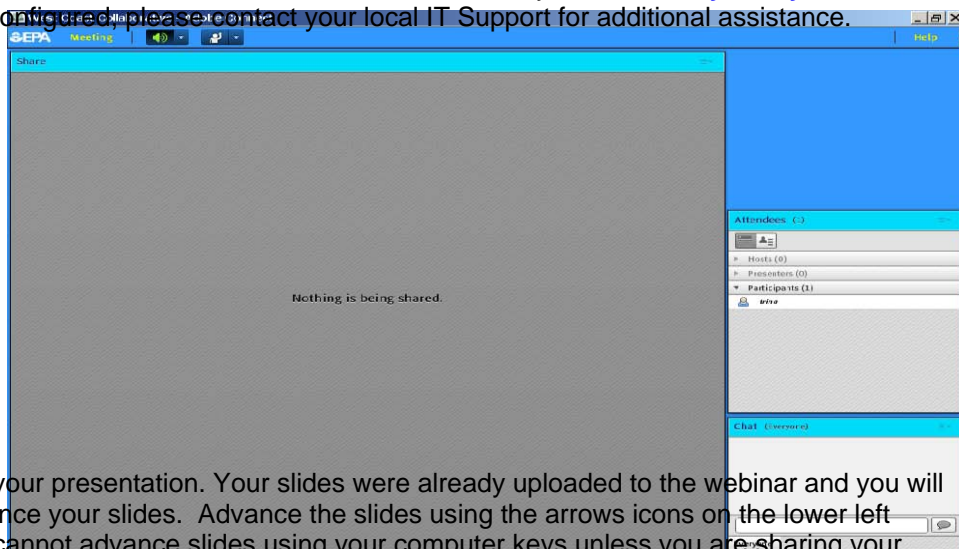
Instructions to All Participants Prior to the Webinar

Please test your connection to the webinar prior to call by accessing the above URL. Using Mozilla Firefox may minimize connection issues, as we have experienced issues by using Internet Explorer and other web browsers. You can [download Mozilla Firefox for free here](#). Make sure to log into the webinar at least 5 minutes prior to the start of the webinar. Once you have accessed the webinar choose **"Enter as Guest."** Under "Name" **list your name and organization** (e.g La Weeda Ward, US EPA), and click "Enter Room." Adobe Connect was recently upgraded. The upgrade requires attendees to have the latest version of Flash Player 10.1. [Test your system here](#). To ensure your system is properly configured, please contact your local IT Support for additional assistance.

Do NOT use the Adobe Connect audio system. Use the phone number and pass code above.

Instructions to Presenters

The EPA "host" will grant you access as a "presenter" once you have joined the webinar if you are using a PowerPoint during your presentation. Your slides were already uploaded to the webinar and you will be given control by the host to advance your slides. Advance the slides using the arrows icons on the lower left corner of the webinar screen. You cannot advance slides using your computer keys unless you are sharing your screen. To point or draw during your presentation, there are icons on the upper right corner.



Questions and Collaboration

EVERYONE'S phone will be muted to prevent background noise. If you are presenting or it is your time to speak **unmute by pressing #6**. Once you are done speaking and any question and answer session is complete, please **remute by pressing *6**. These functions can be used throughout the call. For operator assistance push 00.

Participants on the webinar are encouraged to ask questions by typing them into the "Chat" box in the bottom right corner of their screen and click "Everyone" so all of the speakers and participants can see the question being asked. The questions should be specific and list which presenter they are directed towards. During the Q&A session, the EPA "Host" will verbally restate the question and allow the presenter time to respond. If there are additional questions after the Q&A session is over, we may have time at the end of the call to answer any remaining questions.

For Participants not using the Webinar

Once the questions submitted on the webinar are answered, any remaining questions using the audio system will be answered since some people may only call in and not use the online webinar system. Again, the EPA host will ask those who have questions to **unmute their phone line by pressing #6**. Once their question is asked, they should immediately **remute their phone line by pressing *6**.

Help and Technical Support

For Adobe Connect: <http://www.adobe.com/support/connect/> and for the 866 phone number operator assistance: press 00 on your phone.