

Using Adobe Connect for Scientific Advisory Panel and Chemical Safety Advisory Committee meetings

What you will need:



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



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

Event Information:

TELECONFERENCE #: 866-299 3188;
Passcode # 202 555 6831

MEETING URL:

<https://epawebconferencing.acms.com/sciencereview>

QUESTIONS? Email wood.donald@epa.gov

Instructions:

- 1) If this is your first online meeting with EPA, run the "Adobe Connect Connect 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 before 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) Select the first option to enter as a guest and identify yourself by supplying your name in the small box as shown below. Then, click the button on to "Enter Meeting". If you are an EPA employee, you may enter the room with your Adobe Connect login and password.

- 5) Please note if the meeting includes online audio streaming, you may need to adjust the meeting audio or your speakers appropriately. Click the speaker icon inside the meeting room to turn on/off online audio

(green means audio stream is on).

