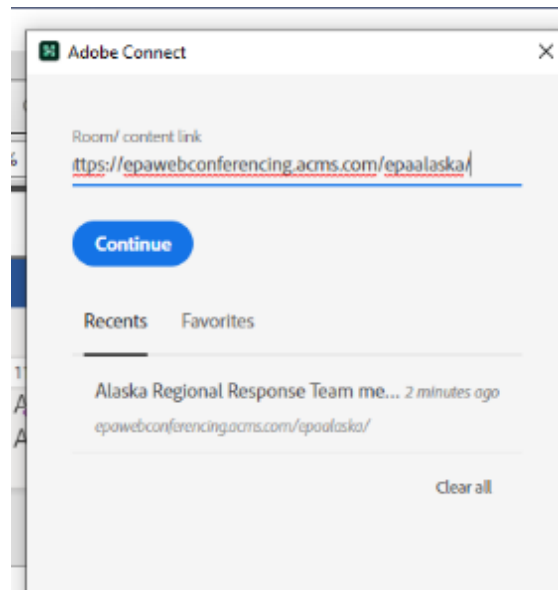


How to Use Adobe Connect for Alaska Regional Response Team & Area Committee Meetings

- 1) If using web browser and not the app, Adobe Connect works best using Chrome. If you are having difficulties, try another browser.
- 2) Adobe Connect App is available for PCs, Mac, and also Android and Apple devices.
- 3) Alaska RRT and Alaska Inland Area Committee Meetings:
<https://epawebconferencing.acms.com/epaalaska/>
- 4) Alaska RRT and Alaska Inland Area Committee Meetings do not use the audio feature of Adobe Connect for audio: dial on phone 866-299-3188, Passcode: 9072715083

Instructions for Logging in and Using Adobe Connect

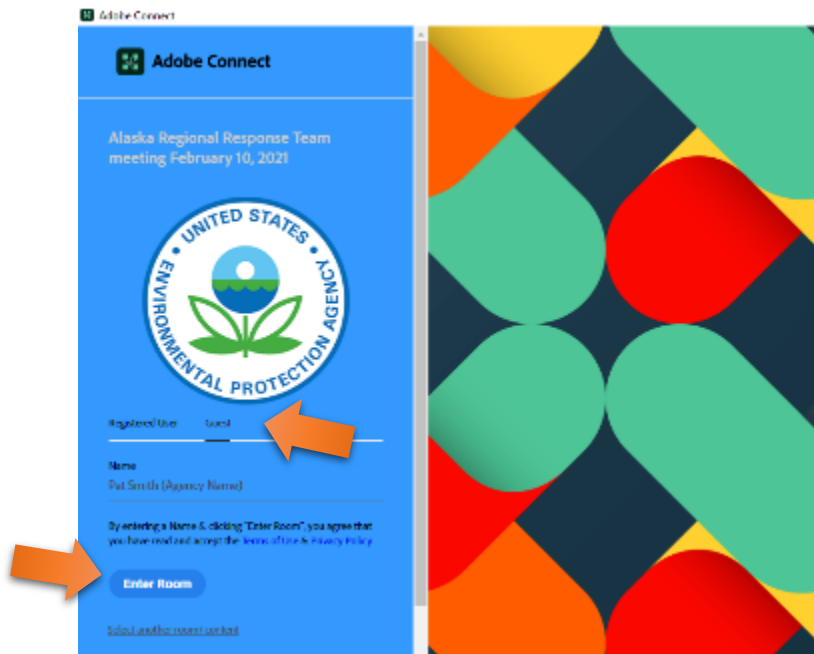
If you already have the Adobe Connect App on your computer/device, enter the meeting room link and “Continue.”



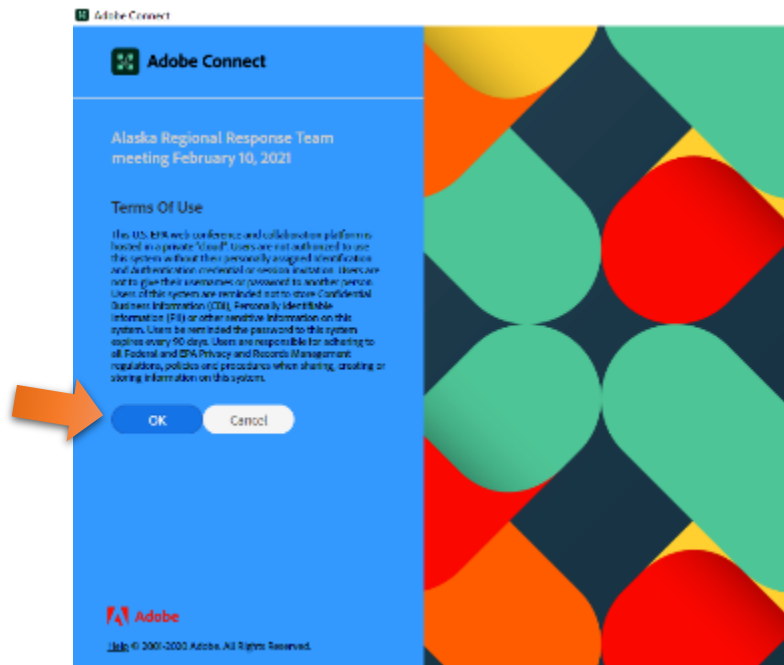
In browser, enter the meeting room URL (example: <https://epawebconferencing.acms.com/epaalaska/>) in “Room/Content link”

In app or browser, the following steps are nearly identical.

Click on “Guest” and type your full name and agency (Example “Pat Smith, ADF&G), the “Enter Room.”



Review Terms of Use and “OK”



You should now be in the Meeting

Remember, do not join the audio conference. You will not hear anything. Use the call-in number on the agenda. Meeting Host will also add it as a "Note"

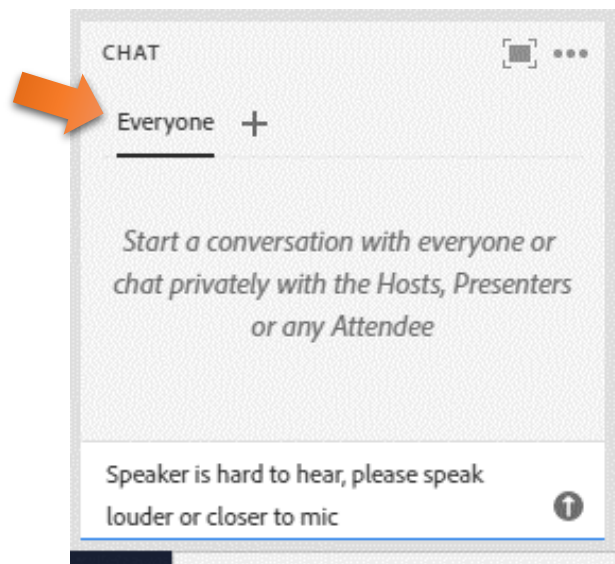
EDIT MY INFO:

If you need to change your sign-in name (add agency, add another name). Click on the 3 dots (...) by "Attendees" and select "Edit My Information." Meeting attendee lists are based on the Adobe Sign-ins. If more that 2 people are joining via same login, please submit the names of all participants via "Chat" on the lower left of screen.



CHAT:

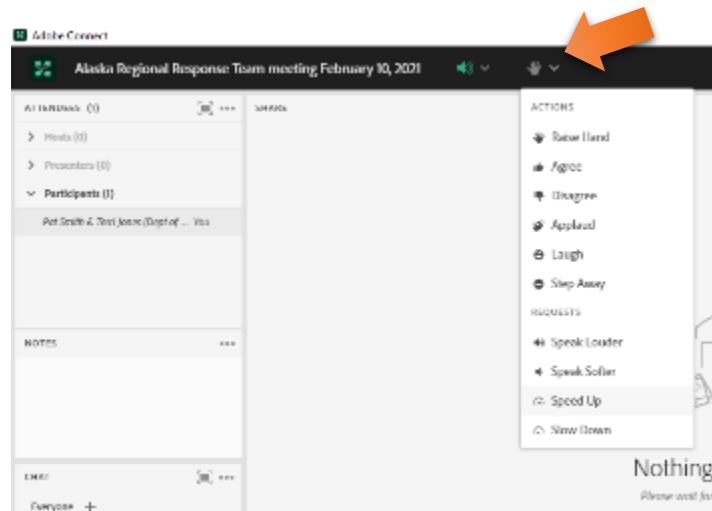
You can use "Everyone" or chat privately with the Hosts, Presenters or any Attendee.



RAISE YOUR HAND, AGREE/DISAGREE, STEP AWAY:

Near the top center, of your screen there is a “Hand” symbol. Click on this to signal to the host/presenter.

- Raise your hand to speak/ ask a question (you can also type questions in the CHAT)
- Use the Agree/Disagree options
- Step Away, can be useful if you need to step out of the meeting without signing out. Remember to “Step In” when you are back.
- Speak Louder can also be helpful if you cannot hear on the phone.



STANDARD VIEW:

The meeting host has set Adobe Connect to use Standard View. This corrects for the former version “Classic View” which relied on Adobe Flash. If you are having difficulty viewing the presentation, you may have defaulted or changed settings to Classic View. You will need to exit the meeting and log back in to return to Standard View. (These settings are in the upper right of screen – but really, don’t use these options other than “Check for Updates”)

