## Using the Adobe Connect for EPA Events



## **Event Information:** FRTR Meeting

DATE& TIME: 11/2/16 from 8:00AM to 4:30PM EST

LOCATION: Reston, VA | USGS National Center/Headquarters

TELECONFERENCE #: 866-299 3188 PASSCODE#: 7036039924#

MEETING URL: <u>https://epawebconferencing.acms.com/FRTR</u>

## Instructions:

- 1. If this is your first online meeting with EPA, run the "Adobe Connect Connect Test" online at <a href="http://epa.connectsolutions.com/common/help/en/support/meeting\_test.htm">http://epa.connectsolutions.com/common/help/en/support/meeting\_test.htm</a> . If you fail any portion of the test, please follow instructions to resolve your problem. If you cannot resolve an issue, contact your local IT support for further support.
- 2. 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.
- 3. You may 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".
- 4. Join the teleconference using the call in information provided by the host or those listed at the top of this page. Alternatively, you may also listen to the broadcast online directly through your PC speakers.

