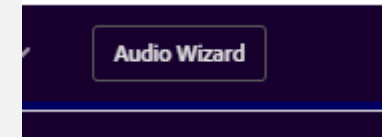
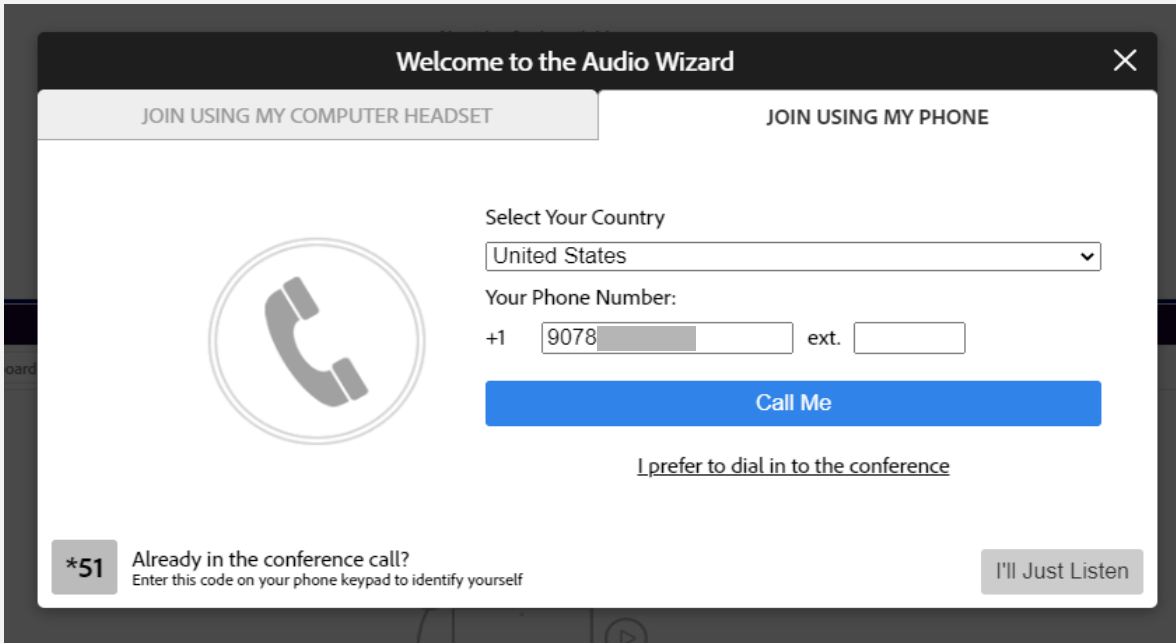


Welcome to the Adobe Connect platform!

- This training is geared to the Adobe Connect app that you use on your computer.
 - On an iPad, the layout looks a little different.
- Terminology: we call each window on the screen a **pod**.
- For individual tech support, email npfmc.admin@noaa.gov

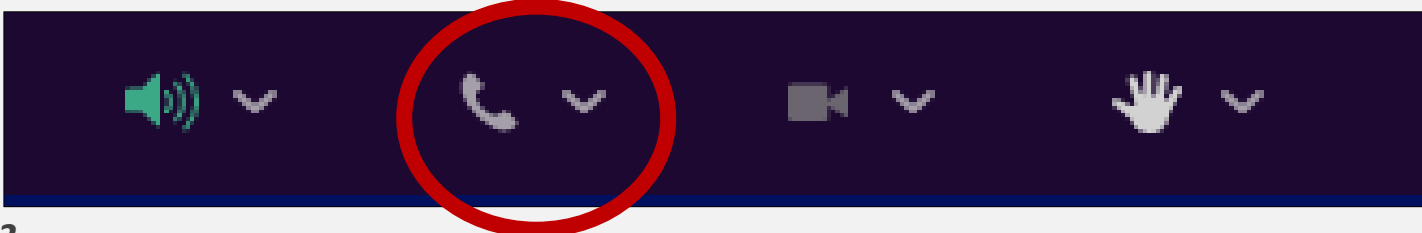
Connecting Audio if you want to speak

- You'll need to be connected in order to speak – the audio wizard should pop up automatically.



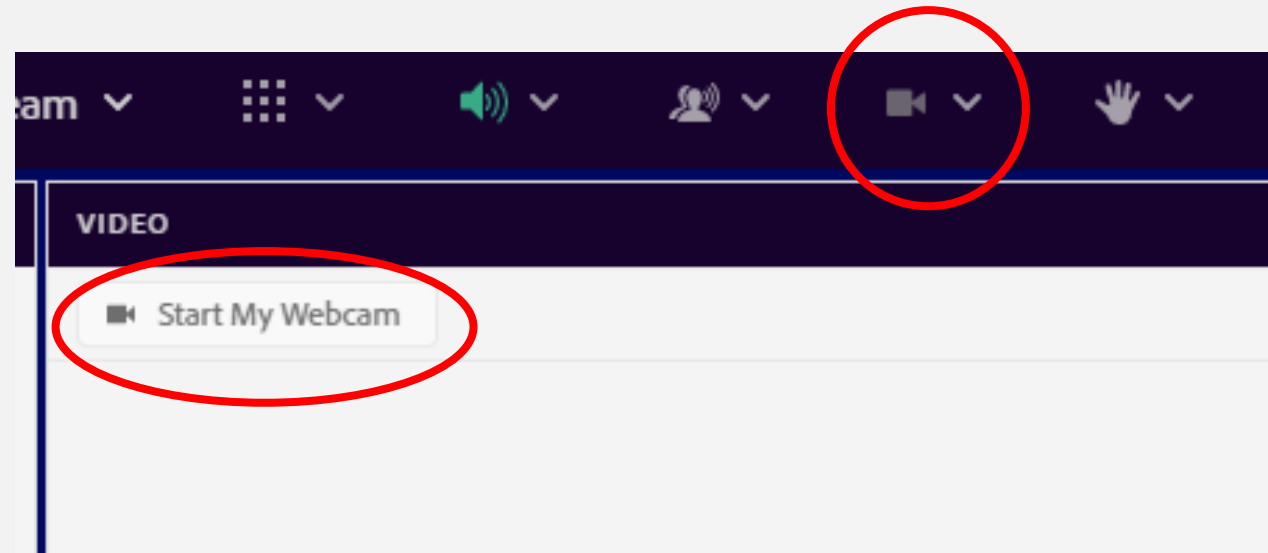
Audio wizard button may show up on the top navigation bar

- Or click on the phone icon at the top:



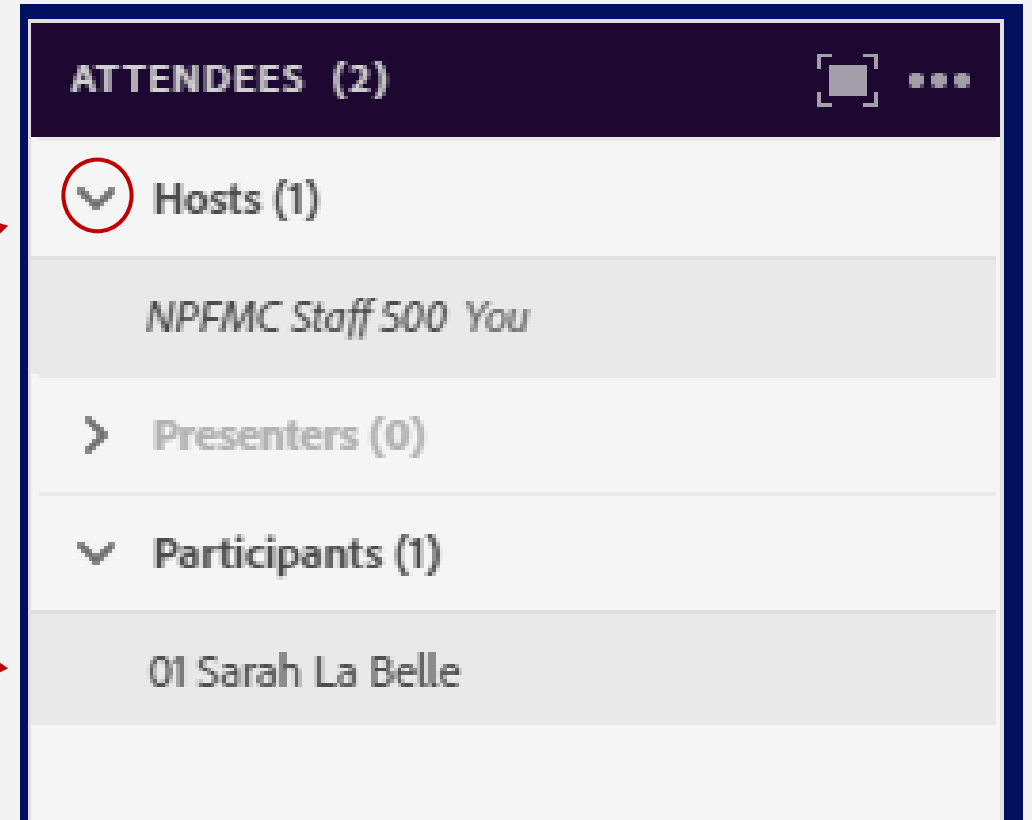
Committee member webcam use

- Only Committee members, NPFMC staff, or agency staff giving presentations should turn on their webcam.
- Join the meeting and click on the **webcam button** or in the video pod select **start my webcam**.
- You will automatically start sharing your video in this version.
- *Members of the public will not be using webcams.*



Attendee pod

- All attendees are listed in the pod on the right-hand side of the screen.
- Hosts are NPFMC staff. You can free up space by clicking on the arrow to hide them.
- Committee members will be listed first under participants.
 - Each Committee member should place “01” before their name when logging in. (A host can also add “01.”)



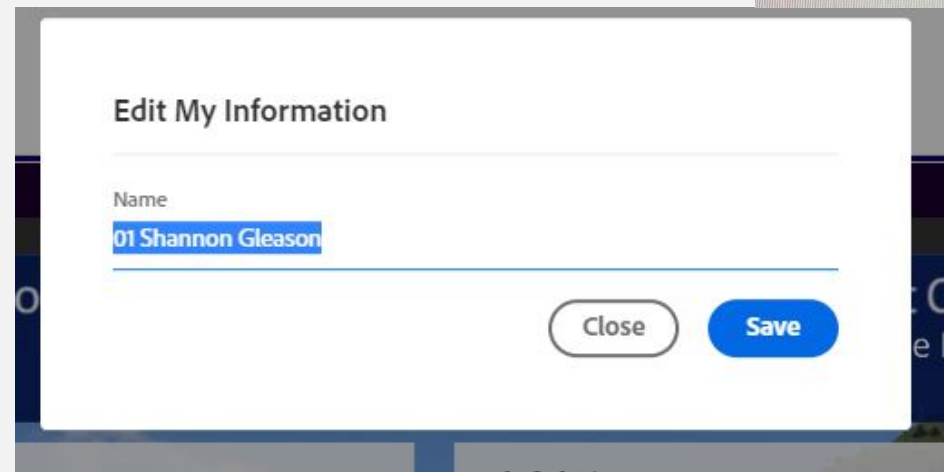
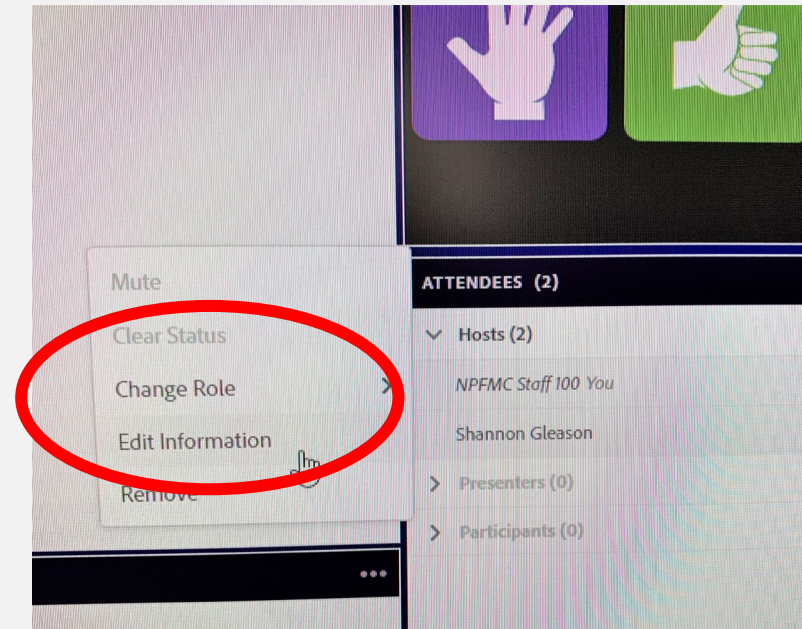
Changing your name

Sometimes you might be logged in with different naming conventions.

Please change your name by right clicking on your name and choosing **Edit My Information**

Each Committee member should place “01” before their name when logging in.

(A host can also add “01.”)

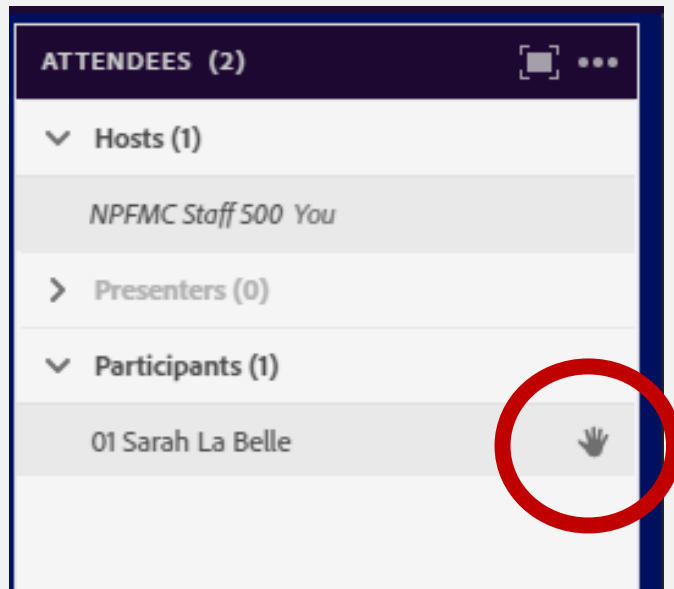


Raising your hand to be acknowledged

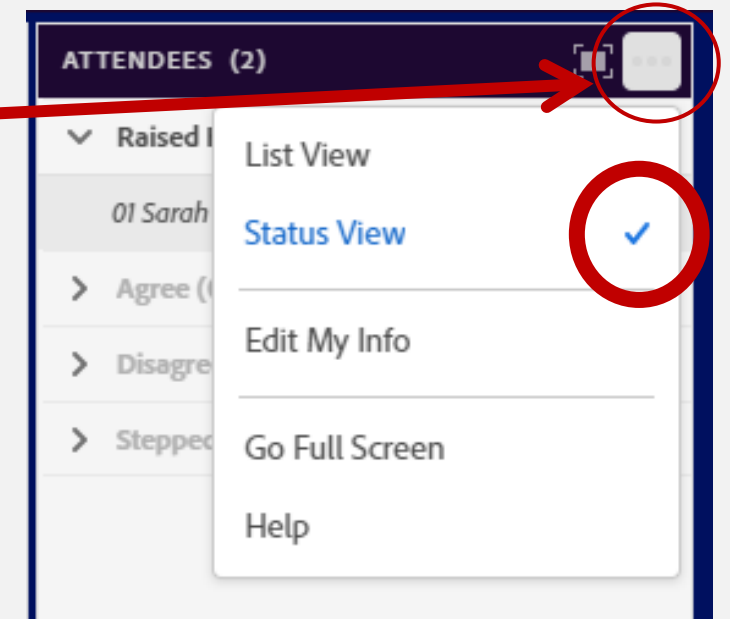
- The Committee will use the 'raise hand' feature in the app for discussion.
- Click on the 'raise hand' icon once raise and once again to lower when done.



- You can see your hand is raised in the attendee pod:

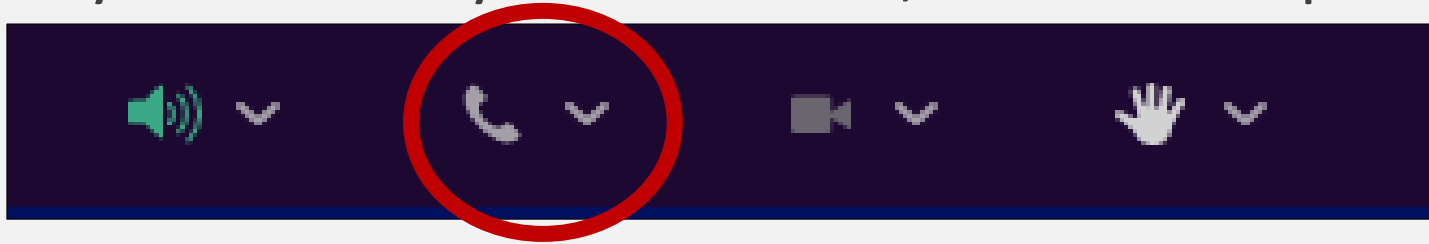


- Or click the menu to switch to 'status view' and see only the raised hands (listed in order):



Reconnecting audio after a break


- Go ahead and hang up your phone on the breaks, so you can use it for other things.
- When you are ready to reconnect, click on the phone icon at the top:

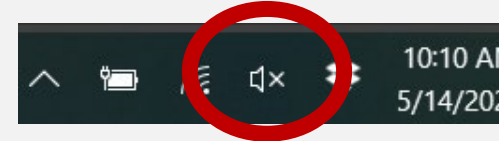
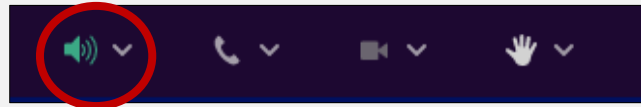


- You will get the same “dial out” option as when you joined.

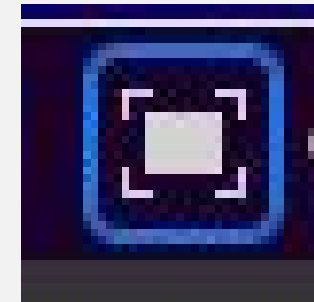
A screenshot of the "Welcome to the Audio Wizard" dialog box. The "JOIN USING MY PHONE" tab is selected. The form includes a "Select Your Country" dropdown menu set to "United States", a "Your Phone Number:" field with "+1 907" and an "ext." field, a blue "Call Me" button, and a link for "I prefer to dial in to the conference". At the bottom, there is a "*51" code field and an "I'll Just Listen" button.

Tips to make everything work better

- Keep yourself on mute unless you need to talk
 - Pro tip: it's easier to press the mute button on your phone that to mute yourself from the computer, though both work
- Make sure you can only hear the meeting through your phone
 - You want to see a  sign by your speaker on the top left



- For extra security, mute your computer too
- Expect a lag time with presentation visuals and/or audio
 - There can be a delay between the presenter talking about a new slide and you seeing it
- You can make some pods full screen by clicking this button in the pod's top right corner:



There's an app for that!

Use the Adobe Connect mobile App to take our meetings on the go.

- In your phone open the App Store and search for Adobe Connect
- Enter the url for our meeting
- Enter your guest login (or user login if you made an account)
- And you're in!

