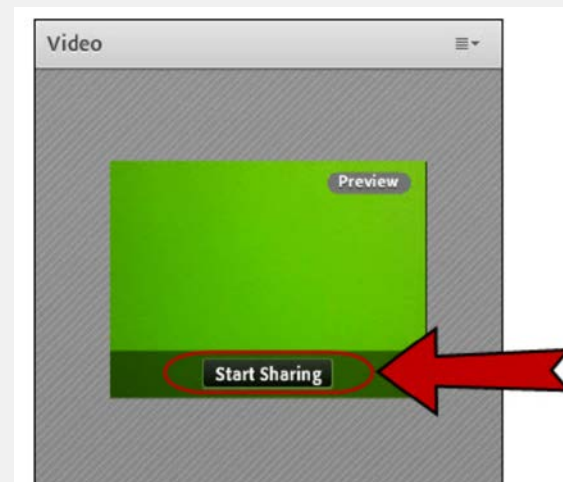# Welcome to the Adobe Connect platform!

- 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**
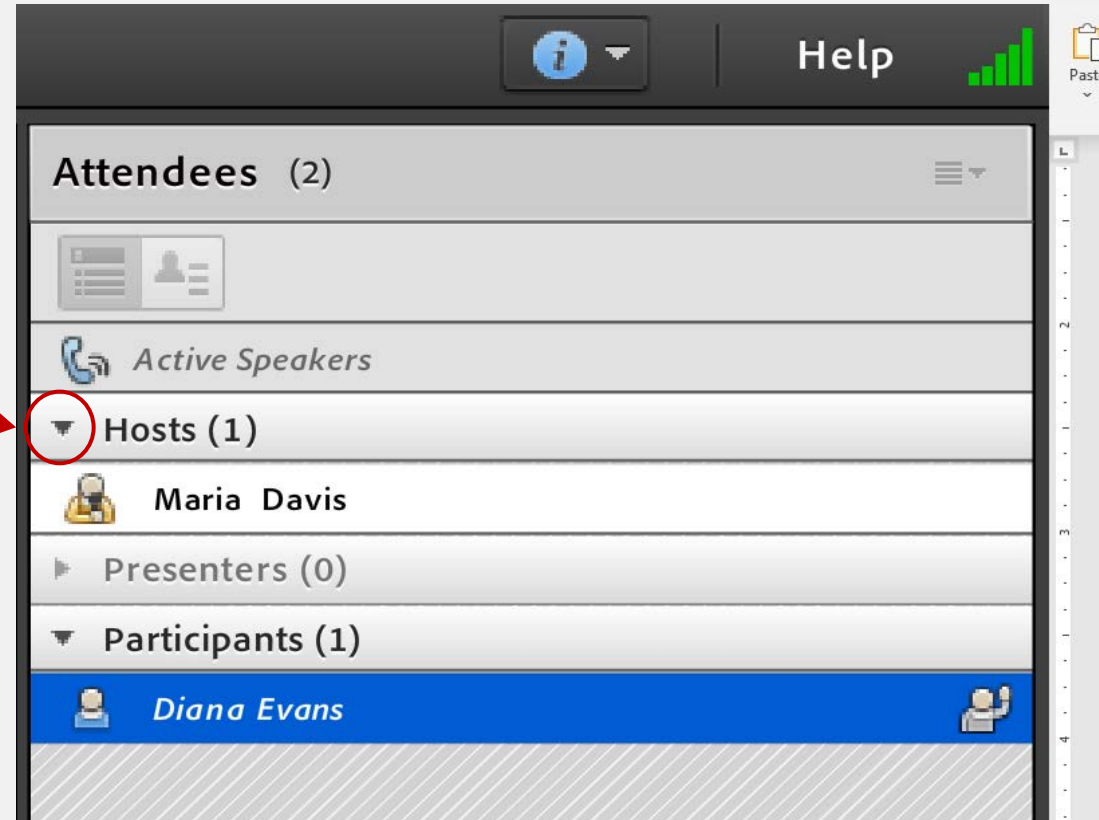
Committee member webcam use

- Only Committee members, NPFMC staff, or agency staff giving presentations should turn on their webcam.

- Members of the public are asked to participate via telephone only.

- Join the meeting and click on the **webcam button.**

- In the video pod, you will see a video preview. Line up and focus your camera, then click **Start Sharing**.
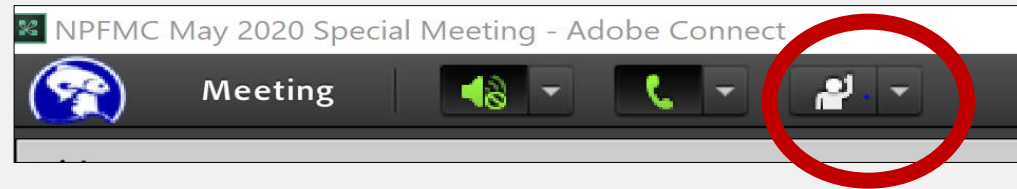
Attendee pod

- 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.")
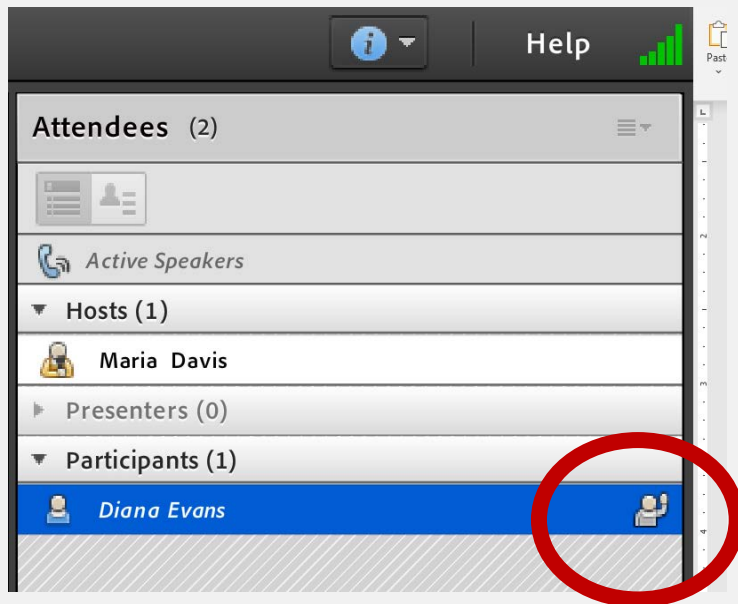
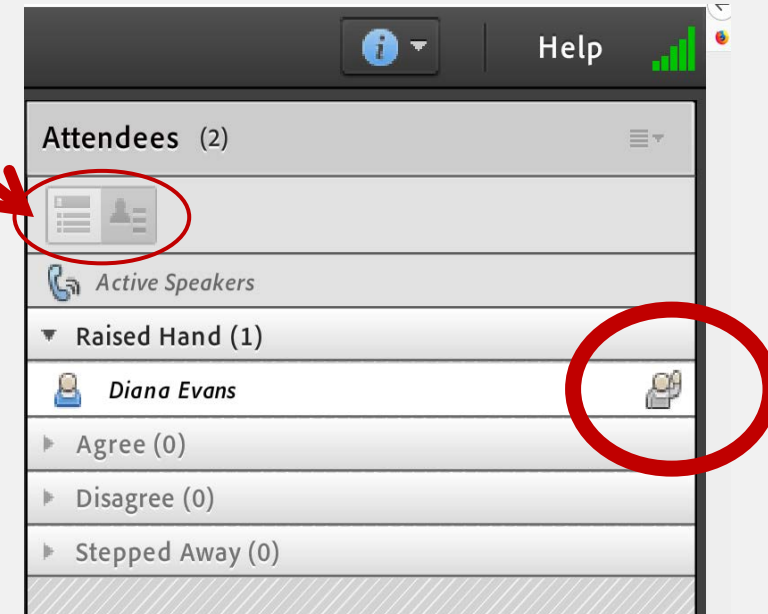# Raising your hand to be acknowledged

- The Committee will use the 'raise hand' feature in the app for discussion.

- Click on the 'raise hand' icon to raise or lower your hand (or use the drop down menu).

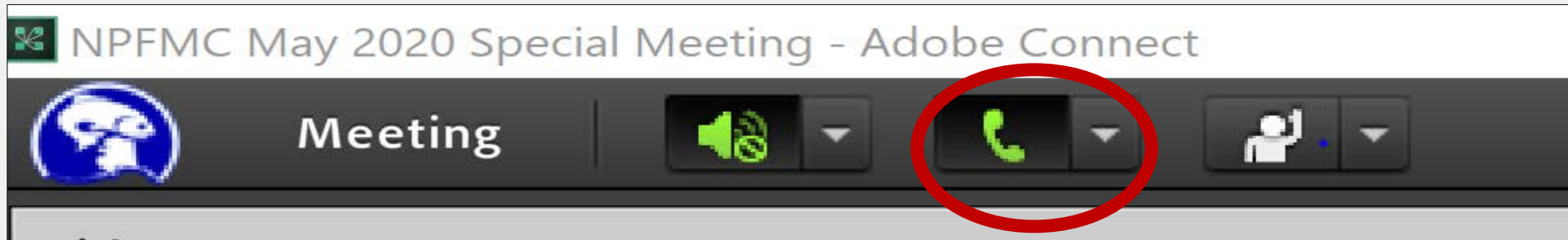- You can see your hand is raised in the attendee pod:

- Or **toggle** to 'attendee status view' and see only the raised hands (listed in order):
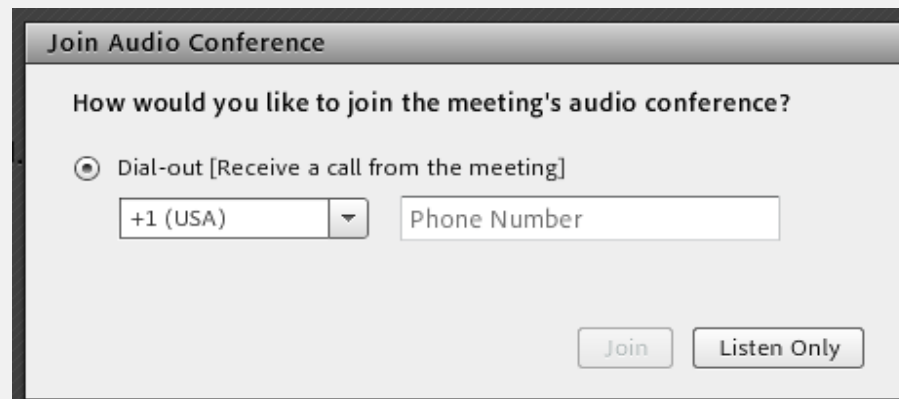
Reconnecting audio after a break

- Go ahead and hang up your phone on the breaks, so you can use it for other things.

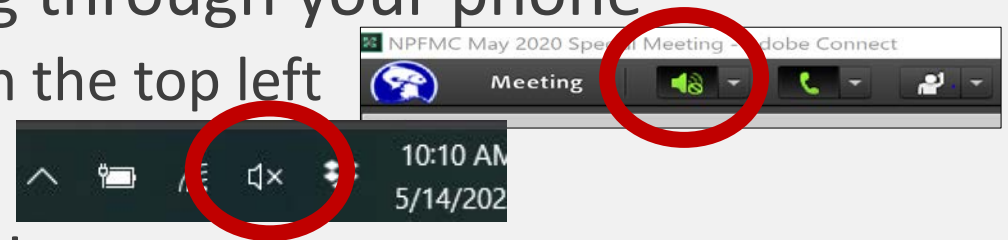- When you are ready to reconnect, click on the phone icon at the top:

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

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
  - 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: