Welcome to the Adobe Connect platform!

• This training is geared to the Adobe Connect app that you use on your computer.
  • On the 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
Turning on Your Webcam (if using)

• Only members and presenters will use webcams.

• To turn on your webcam, select the dropdown by the webcam icon and select “start my webcam”.

• Your webcam will show you a preview of what will be shown to give you time to arrange yourself and your background. Select “start sharing” when you are ready.

• You can pause your webcam by hovering over your picture and pressing the pause icon.
Attendee pod

- All attendees are listed in the pod on the right-hand side of the screen.
- Hosts are NPFMC admin staff. You can free up space by clicking on the arrow to hide them.
- Panel members will be listed first under participants. You will each have a number in front of your name.
  - 00 = Chair
  - 01 = Members
  - 02 = Non-voting members (if applicable)
Changing your name

Sometimes you might be logged in with different naming conventions.

Please change your name by clicking on the top right-hand corner in the “Attendees” box and clicking “edit my info.”

Voting Council members, use 01 before their name, non-voting Council members, please use 02
Raising your hand to be acknowledged

• We are using the ‘raise hand’ feature in the app, and the Chair will call on members.

• 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):

![Meeting interface with raised hand icon and attendee status view]

![Meeting interface with attendee status view and raised hands listed]

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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.

Be patient, and only press “Join” once!

It takes a little while for the meeting to call you, especially when everyone is calling at the same time.
IN-MEETING PUBLIC TESTIMONY — SIGN UP FROM THE EAGENDA
IN-MEETING PUBLIC TESTIMONY
- SIGN UP LIST VISIBLE, ALONG WITH HANDOUTS
Tips to make everything work better

• Keep yourself on mute unless you need to talk
  • Pro tip: it’s best to press the mute button on your phone than 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 \(\times\) sign by your speaker on the top left
  • For extra security, mute your computer too

• Expect a lag time with visuals – webcams, presentations, timer
  • The delay varies based on the time of day, your internet speed, etc.

• You can make some pods full screen by clicking this button in the pod’s top right corner: