

Participant Instructions for May 2020 Crab Plan Team meeting via Adobe Connect

At least one day before the meeting

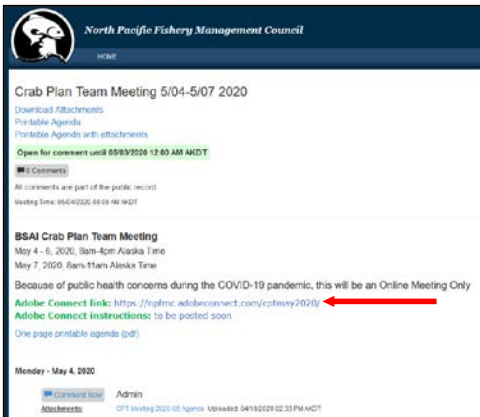
Install the Adobe Connect app. To get the app go to:

<http://www.adobe.com/go/Connectsetup> (Windows)
<http://www.adobe.com/go/ConnectSetupMac> (Mac)

Connecting to the meeting – 1, 2, 3

1. The Adobe Connect meeting link is in the Crab Plan Team meeting [eAgenda](#).

Click the meeting link.

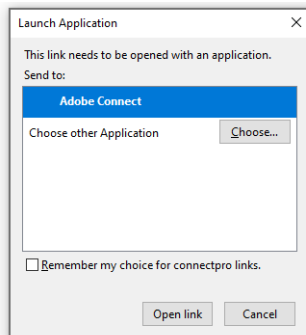


2. On the next screen, **enter your name (first and last please)** in the space provided.

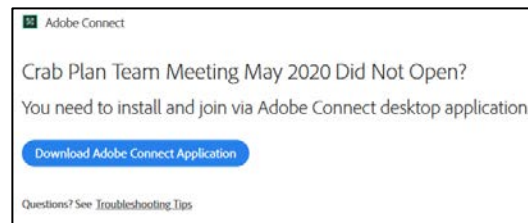
Click Enter Room



3. If you see this dialog box, you have the app installed.
Click "Open link" in the pop up dialog box



If this is all you get, you need to install the Adobe Connect app, click the link in your browser to install.



Connect Audio

IMPORTANT – *Active participants (e.g., CPT members) must use phone and do not have the option of connecting their computer microphone to speak*
Listen-only participants can listen via phone or computer speakers

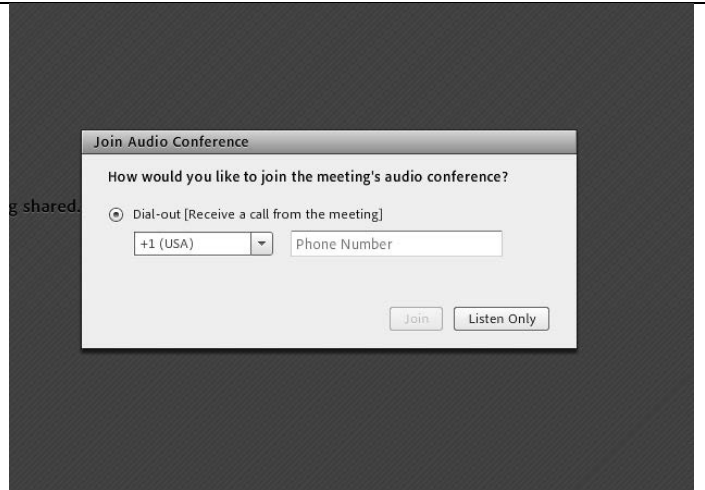
Enter your phone# (including area code)

after a delay of several seconds, you will get an automatic call to connect to the meeting

When prompted, press “1” on your phone to connect to the meeting audio

After a delay of up to 40 seconds, you will hear that you have been muted, which means you are successfully connected to the meeting

The host will unmute you.



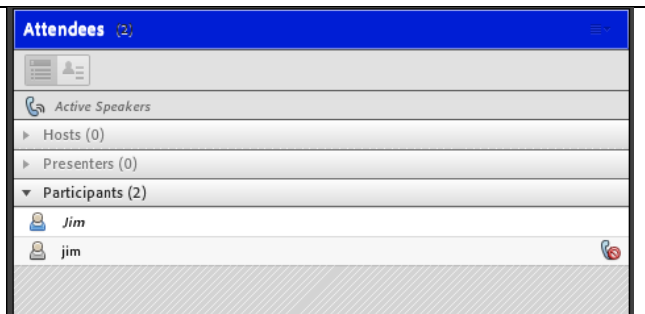
Within the Meeting

Where am I? ...

You will see your name on the “Attendees” pod.

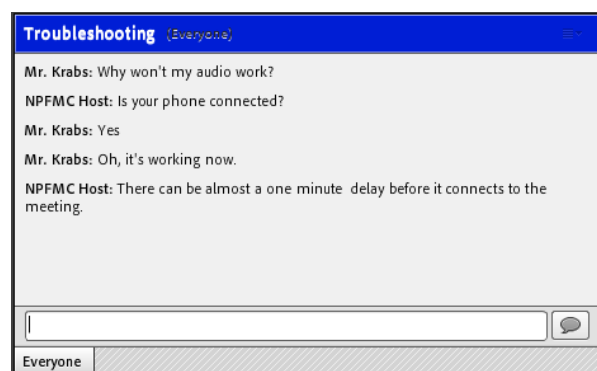
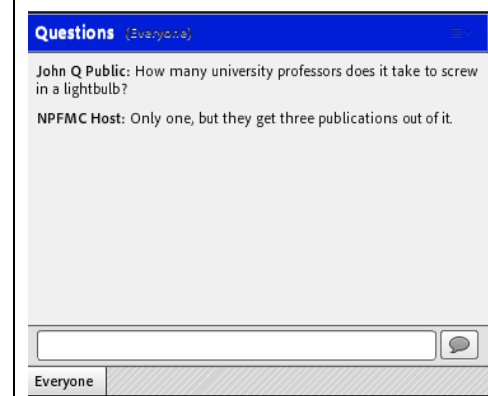
You will enter as a **Participant**

You will see some attendees listed as **Hosts** and some as **Presenters**



To ask questions of the Plan Team or Presenters... use the “Questions” pod

If you’re having technical issues, let us know in “Troubleshooting”

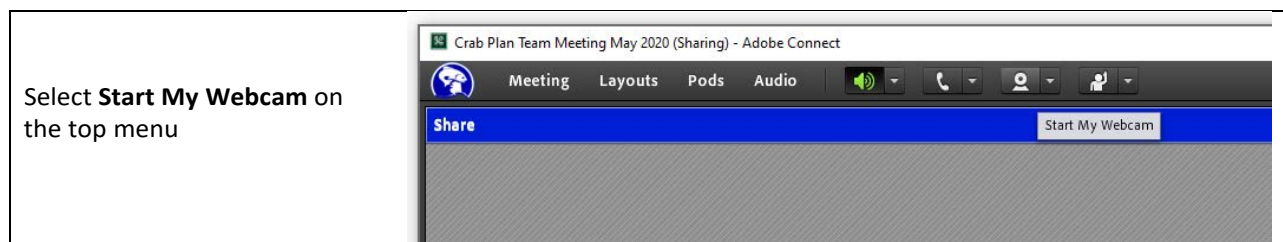


Crab Plan Team members and other active participants

Audio

- The Host will grant you control of your audio after welcome.
- Please stay muted unless you need to talk to the group.
- Please mute your phone from the phone (not within Adobe Connect)
- Please silence your computer audio – the meeting audio sometimes comes through the app and can create echo/feedback

Video



To present ...

When prompted by the Host or Co-Chairs

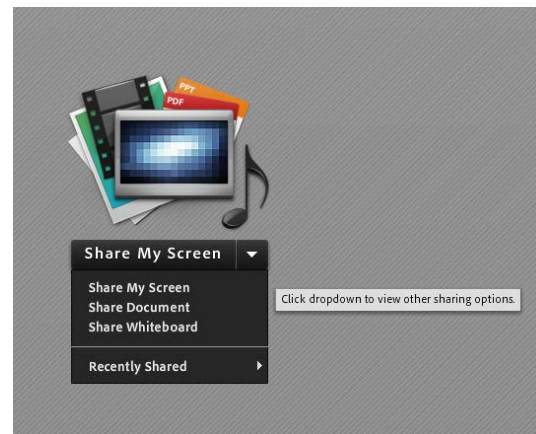
Select **Share your screen** within the main share window to share your presentation

You will see a drop down menu in the share window
Select the document (your presentation) to share with the audience.

Check that your audio is on (no slash through phone icon).

The Host or Co-Chairs will alert you when...

- Attendees are having problems with audio/visual
- Someone needs to ask a question during the presentation



**WARNING: Share My Screen means whatever email pops up is seen by the entire audience. You should only have your presentation and other relevant documents open.*