

# Instructions Using Adobe Connect for the fully virtual April 14-16, 2020 e-Manifest Advisory Board Public Meeting

## What you will need:

- A **computer or mobile device** with internet connection using (to watch the presentation) – Adobe Flash is required
- A **telephone** (to listen to the presentations)

## Instructions:

1.If this is your first online meeting with EPA, run the “Adobe Connect

Connect Test”[https://epawebconferencing.acms.com/common/help/en/support/meeting\\_test.htm](https://epawebconferencing.acms.com/common/help/en/support/meeting_test.htm) If you fail any portion of the test, please follow instructions to resolve your problem. If you cannot resolve an issue, use this site for additional trouble-shooting:

<https://helpx.adobe.com/adobe-connect/connect-downloads-updates.html>

2.If you are still having problems, contact the IT department of your employer. It may have access rights to your computer that will allow installation or updating Flash player.

### EVENT INFORMATION

#### TELECONFERENCE #:

(833)325 - 0082

#### **UPDATED MEETING URL:**

<https://epawebconferencing.acms.com/emanifestdonnellyday2/>

#### Call Conference Identification Numbers (ID):

<u>Conference ID</u>	<u>Date</u>
3987035	04/14/2020 (Day 1 of meeting)
3199795	04/15/2020 (Day 2 of meeting)
3559791	04/16/2020 (Day 3 of meeting)

**(Please Note\*:** There is a different conference ID for each day of the meeting)

Questions? Email [jenkins.fred@epa.gov](mailto:jenkins.fred@epa.gov)

3. 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.

4. Select the first option to enter as a guest and identify yourself by supplying your name in the small box as shown below. Then, click the button on to “Enter Meeting”. If you are an EPA employee, you may enter the room with your Adobe Connect login and password.