Instructions for Joining our June 22, 2016 (2 pm) Webinar on the LI Sound Watershed – RCP Program – Healthy Forest Reserve Program 2016 Grant Round

STEP 1: Test Your Connection – Right Now

Be sure that your computer is set-up for Adobe Connect Pro to function properly: http://harvardforest.adobeconnect.com/common/help/en/support/meeting_test.htm

You may have to download an Adobe Add-in. If so, it can take a few minutes. Do this step well before the webinar.

STEP 2: Begin the Process of Joining the Webinar – at 1:40 pm Wed., June 22, 2016

Initiate the process by clicking this link:

http://harvardforest.adobeconnect.com/r13ewx6f1yf/

On the Adobe Connect log-in page, select the "Enter as Guest" button (it may already be selected for you) and then enter your name. If you log in this way, you will NOT need a password.

Connect to the Webinar with your phone. When you see a dialog box that says, "Host has started an audio conference…" do one of the following depending on whether the phone you are calling from has an extension:

| Your Phone Number _Does Not Have_ an Extension Number	Your Phone Number _Has_ an Extension Number
1. Call the Webinar (1-719-359-9722)	1. In the Dialog box, **click** the button for "Dial out."
2. Manually Enter the Participant Code (143163).	2. Be ready to receive a call from the webinar.
3. Use the Chatbox (bottom right hand of the meeting room screen) to write your name and number so we can merge them (name and number) in the attendee list.	3. Follow the prompts and enter the number 1 and your phone number with area code without spaces (ex. 12039388809).

To avoid excessive sound feedback, please mute your phone and your computer speakers (_look to the next page for how to do the latter_).

STEP 3: Participate in the Webinar

First, mute your computer speakers by clicking the sound icon here (if it's green).
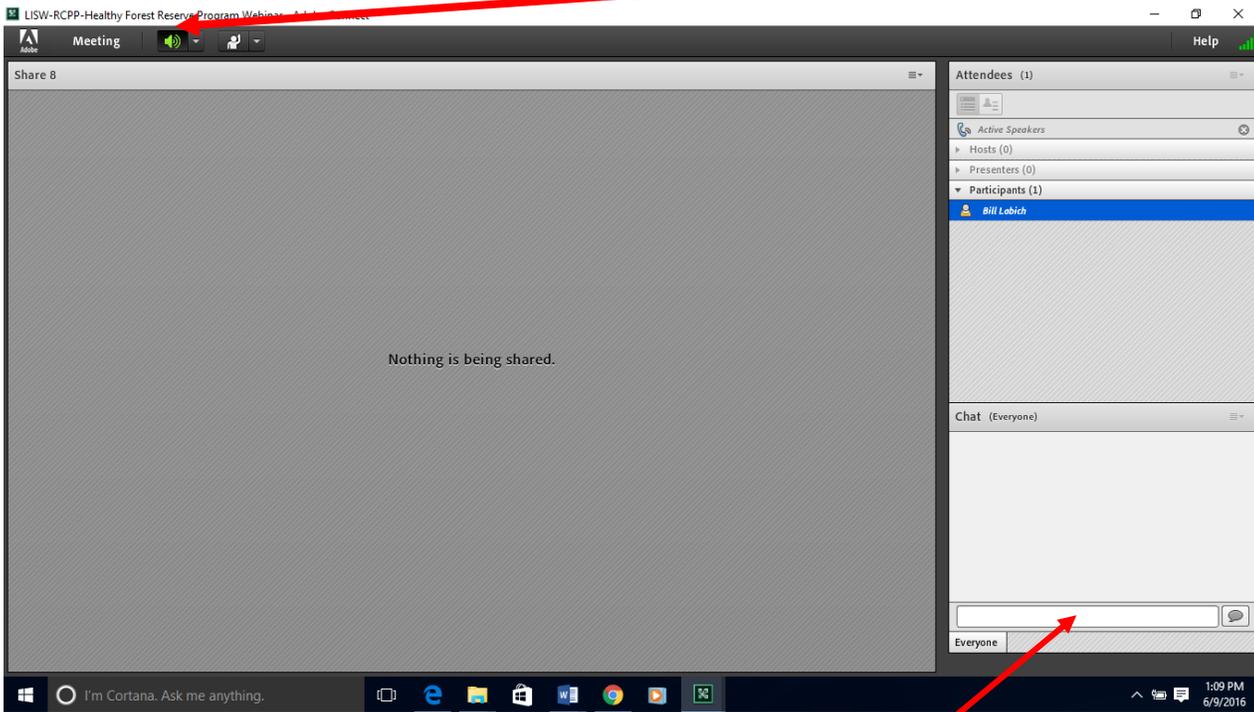
Second, check out the "Chat" box in the bottom right-hand corner of the screen. The Chat box is where you can type in questions, or let us know if you're having technical difficulties. When we're in a Q&A period during or after a presentation, Bill will repeat any question out loud and then answer it or ask another speaker to contribute. If an attendee wants to add needed clarification to a question or speak directly to the presenter, they can click the hand raising button here. The host will then unmute the participant for follow-up questions.
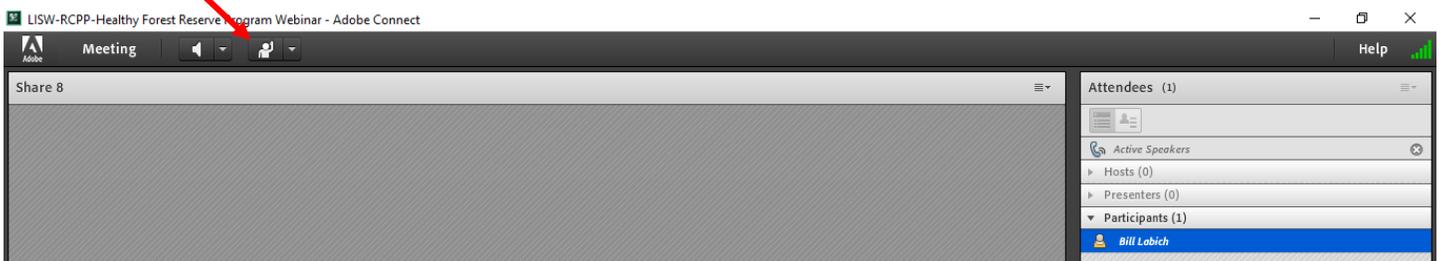
Please feel free to email me (blabich@highstead.net) with any questions or comments. **Please note that we will be recording this on-line session so that others might view it in the future.** Thanks again for participating. "See" you on Wednesday!