

Webinar Format and Procedures

When participants enter the web conference all microphones will be muted. This precaution has been taken so we may ensure the audio integrity of the webinar.

In order to allow the presenter a sufficient amount time to cover their material, microphones will remain muted throughout the entire duration of the webinar.

All questions should be held until the conclusion of the presentation. At which point questions will be taken via the chat window in the order received.

If you opt to use a phone to dial into the webinar, please place your phone on mute by pressing *6.

Using Adobe Connect: Getting Started

You should test your connection and computer anytime in advance of the conference using the link https://esfoureach.adobeconnect.com/common/help/en/support/meeting_test.htm. You may need to install an Adobe Connect add-in, which you will be prompted to install after you perform the system test or log into the meeting.

Join the webinar at the web address provided (<http://esfoureach.adobeconnect.com/uveb###>). When you arrive just select “Enter as a Guest” and type your first and last name. *Note that there is no “www.”

Once you enter the conference a Join Audio Conference dialog box will appear. **Please select “Using Computer.”**



***If you are joining the conference late, the “Using Computer” button may be dimmed and unable to be selected. Please hit the “Cancel” button and the audio will automatically start broadcasting through your computer.

Start Time

The web conference will be available any time after 1:45 PM (EST), and the presentation will start right 2:00 PM, unless otherwise noted.

If you encounter any problems getting into the meeting, please email scnichol@esf.edu. The presentation will be archived and made available if you are unable to attend.

If viewing from a mobile device (iOS or Android) a free Adobe Connect application is required to participate.

System Requirements

You will need speakers or headphones on your computer and we recommend a wired internet connection instead of WiFi, unless you are using a mobile device.

Windows

- 1.4GHz Intel® Pentium® 4 or faster processor (or equivalent) for Microsoft® Windows® XP or Windows 7; 2GHz Pentium 4 or faster processor (or equivalent) for Windows Vista®
- Windows XP, Windows Vista, or Windows 7
- 512MB of RAM (1GB recommended) for Windows XP or Windows 7; 1GB of RAM (2GB recommended) for Windows Vista
- Microsoft Internet Explorer 7, 8, 9; Mozilla Firefox; Google Chrome
- Adobe® Flash® Player 10.3

Mac OS

- 1.83GHz Intel Core™ Duo or faster processor
- 512MB of RAM (1GB recommended)
- Mac OS X, 10.5, 10.6, 10.7.4, 10.8
- No Adobe Connect Add-in support for Mac OS X 10.5 (Leopard). Users on Leopard can attend meetings in the browser.*
- Mozilla Firefox; Apple Safari; Google Chrome
- Adobe Flash Player 10.3

Linux

- Ubuntu 10.04, 11.04; Red Hat Enterprise Linux 6; OpenSuSE 11.3
- No Add-in support for Linux. Users on Linux can attend meetings in the browser.*
- Mozilla Firefox
- Adobe Flash Player 10.3

* If an OS above is noted to not be supported by the Adobe Connect Add-in, it means that users can still join, host, and present in meetings within the browser, but will not be able to use functionality enabled by the Add-in, like screen sharing. For more information on this, see this [Tech Note](#).

Mobile

- Apple supported devices: iPad, iPad2, iPad3; iPhone 4 and 4 S, iPod touch (3rd generation minimum recommended)
- Apple supported OS versions summary: iOS 4.3.x, 5.x, or 6.x (5.x or higher recommended)
- Android supported devices: Samsung Galaxy Tab 2 (10.1), Samsung Galaxy Tab (10.1), ASUS Transformer, Samsung Galaxy Tab (7") , Motorola Xoom, Motorola Xoom 2, Nexus 7
- Android supported OS versions summary: 2.2 and higher
- Android AIR Runtime required: 3.2 or higher