CWS/CMS Probation User Group Forum
Telephone and Adobe Connect Guide

Date: May 23, 2013 Time: 1:00-2:30 PM

Quick Connect Information:
Telephone: (877) 214-6371, Code 933687
Adobe Connect Link:
http://cahealthosi.adobeconnect.com/probation/

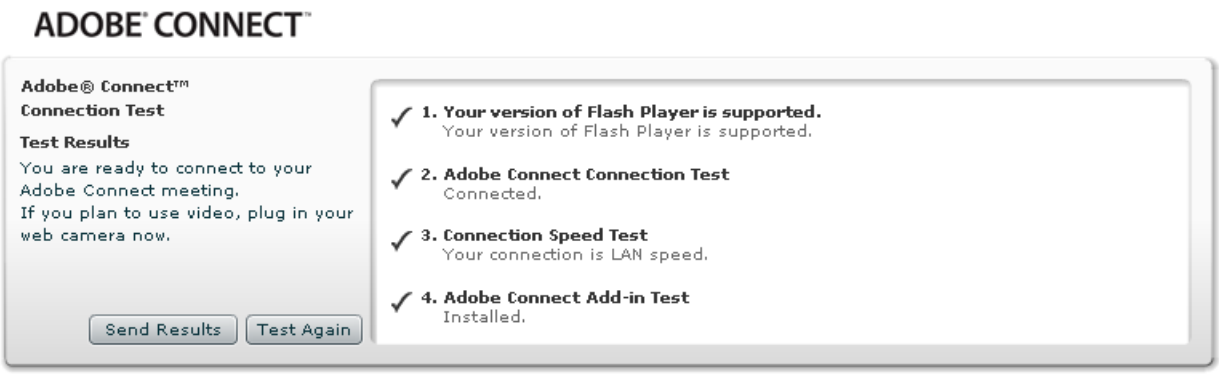
This meeting will be broadcast over the internet using Adobe Connect. This browser based, web conference will allow viewers to watch the presentations, while listening concurrently via a conference line. Remote participants will also have the ability to submit questions from their computer.

Prior to the Meeting Date: Testing Adobe Connect:

To ensure that you will not have problems connecting to the meeting, test your connection before the day of the meeting by clicking on the following link:

TEST LINK: http://admin.acrobat.com/common/help/en/support/meeting_test.htm

This is what your test sequence page should look like:



- Adobe Connect will run four connection tests. The fourth test, Adobe Connect Add-in Test, may not be installed. THIS ADD-IN IS NOT NECESSARY TO PARTICIPATE IN THE BROADCAST.
- If you are unable to connect, scroll down on the screen to view the troubleshooting tips.

Meeting Date: Calling In On the Telephone:

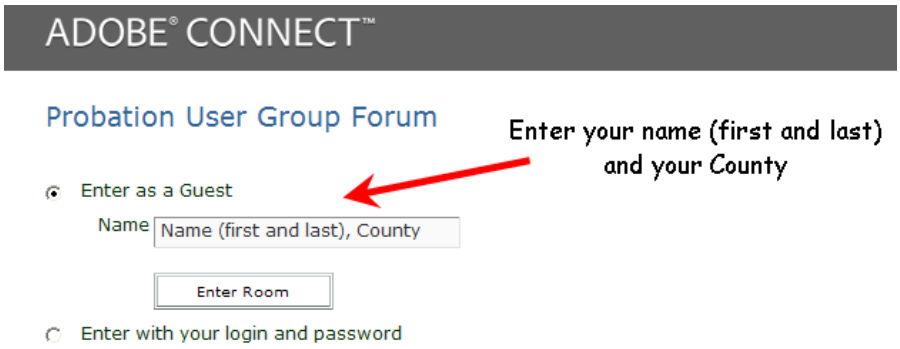
To hear the presentation, please call **(877) 214-6371** and when prompted, enter the code **933687.** *This conference line is also available for those who would like to call in for the meeting only.*

Meeting Date: Using Adobe Connect To Access the Meeting:

Participants need to click on the following URL to connect to the meeting.

MEETING LINK: http://cahealthosi.adobeconnect.com/probation/

To enter the web conference, click on the **Enter as a Guest** button, type in your name and county, and click the **Enter Room** button. Adobe Connect will then load.



Once connected to the meeting, please note there is a chat feature located in the lower left corner that will allow you to ask and submit questions regarding the meeting, materials, or technical difficulties such as audio or viewing.