

Public Attendee Instructions

Electronic Government Portal Advisory Board

(<https://das.adobeconnect.com/epab>)

In a recent survey of Oregon residents, a majority of respondents said attending public meetings virtually was important to them. As part of our strategic objective to increase accessibility to our board meetings, the Oregon Electronic Government Portal Advisory Board (EPAB) is facilitating virtual attendance to our general session meetings via the internet.

Public testimony over the internet will be collected via online chat within the AdobeConnect webinar software. Streaming both voice and video over the internet can impede the presentations and video. Connect over the internet for the visual portion of the meeting and call in via telephone for clear audio.

Please follow the instructions below to access the meeting over the internet through your compute or mobile device. On page 3 you will find instructions on how to join using your tablet or mobile device.

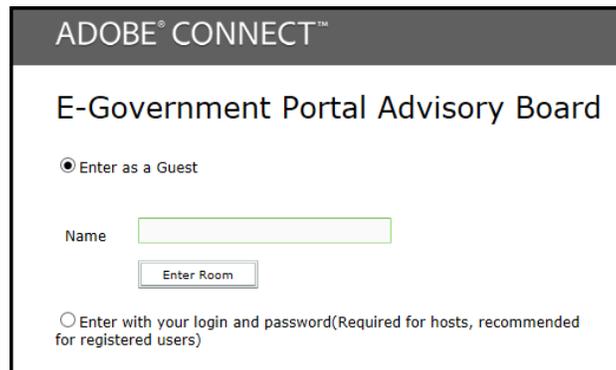
Online and Teleconference details

Use the link below to prepare your system if you've never used the AdobeConnect, optimally prior to the day of meeting.

System Test: https://admin.acrobat.com/common/help/en/support/meeting_test.htm

Personal Computer Instructions

1. At least 10 minutes before the meeting, follow the Join link <https://das.adobeconnect.com/epab>.
2. Please enter your full name and select **Enter Room**.



ADOBE® CONNECT™

E-Government Portal Advisory Board

Enter as a Guest

Name

Enter with your login and password (Required for hosts, recommended for registered users)

3. After entering the webinar, you'll be asked how you'd like to join the audio portion of the webinar. It's recommend to **Dial-Out** by entering your phone number and pressing **Join** to receive a call. Press 1 on your phone when prompted. You can also **Dial-in** using the provided conference line and passcode.

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Join Audio Conference

This meeting's audio conference was successfully started.
How would you like to join the meeting's audio conference?

Dial-out [Receive a call from the meeting]

+1 (USA)

Dial-in to the Audio Conference via Phone

Using Microphone (Computer/Device)

4. On the left side of your screen under the heading **Attendees** you will find your name, host name and other participants.

During **Public Comment** portion of the meeting, you may add your comments and they will be seen by the board.

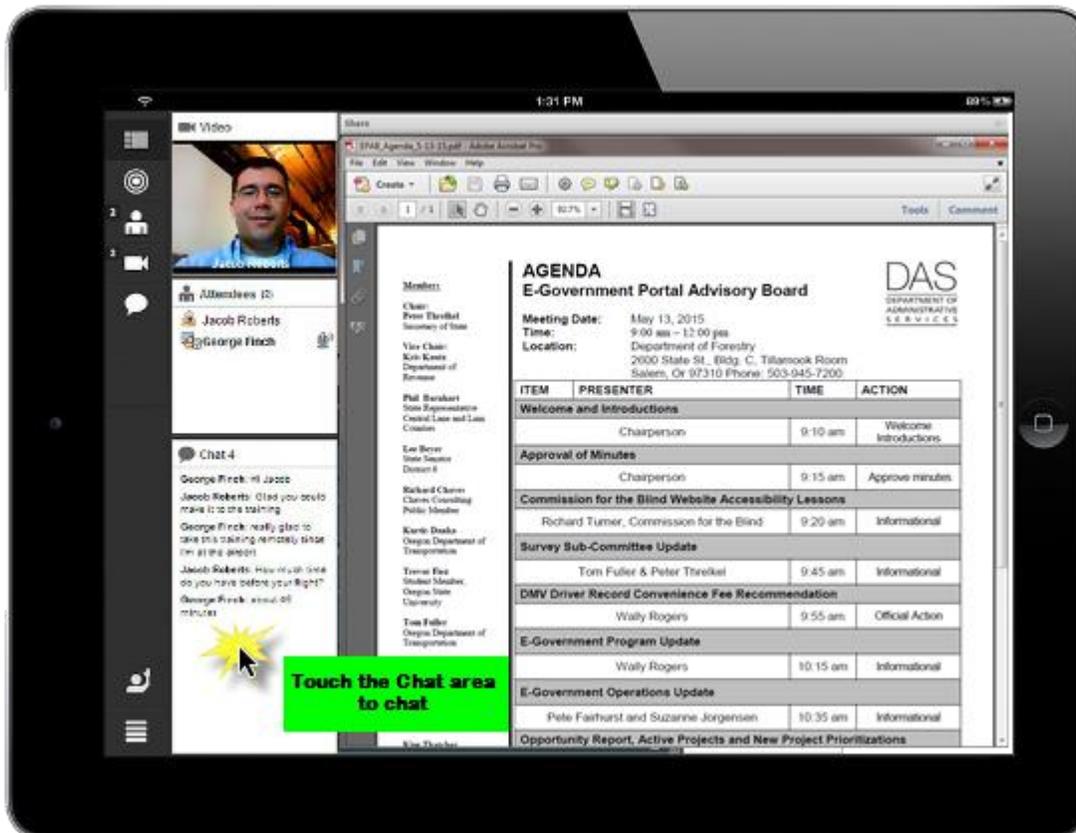
The screenshot shows a meeting interface. At the top, there is a header for "Attendees (2)". Below this, there are icons for a list, a speaker, and a person. The "Attendees" list is expanded to show "Active Speakers", "Hosts (1)", "Presenters (0)", and "Participants (1)". Under "Hosts (1)", there is a "Meeting Leader" icon. Under "Participants (1)", there is a participant named "645" with a microphone icon. A green arrow points from the "645" participant entry down to the "Chat (Everyone)" window. The chat window shows the message "The chat history has been cleared" and a text input field with a speech bubble icon.

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Tablets and Mobile Devices

For participants using tablets and mobile devices, AdobeConnect offers a very user friendly application (image below). It's recommended you download the application well in advance of the meeting. **DOWNLOAD THE APPLICATION.** On your tablet or mobile device, follow this link (<https://das.adobeconnect.com/epab>). You'll be provided the option to download the appropriate application for either your Android or Apple device.



1. After you've downloaded the AdobeConnect application, open the app and enter the meeting URL: <https://das.adobeconnect.com/epab>. (the URL will be saved for future use)
2. Enter your full name and join the meeting
3. When prompted, enter your phone number and the webinar system will call your phone to join the audio portion.
4. To chat, touch the host's name (in image above) and select **Start a Private Chat**.
5. Press the webcam icon (circled in image above) to start your video feed.