Attending an ITS Web Conference

Note: Prior to the meeting, you can verify your version of Flash Player, connection, bandwidth availability, and Connect Add-in version via the Resource Center: https://admin.acrobat.com/common/help/en/support/meeting_test.htm

Enable Audio

1. Turn on your speakers or wear headphones.

Login Page

Note:
- Follow the given URL to the Web Conference login page.
- For large events, such as UL meetings and interchanges, you must register through My LINC to receive the URL by e-mail.
- If you do not have the URL for the Web Conference, contact the meeting organizer.

2. Select Enter as a Guest and then type your unique name or full name.

3. Click Enter Room.

Web Conference Screen

Note:
- Each window within a Web Conference is referred to as a “pod”.
- If you do not have Flash installed on your computer, you will be prompted to install it when you enter the web conference.
- If you have presenter status, Do Not resize the pods. Everyone in the Web Conference will see the changes.
Q&A Pod

5. If you have a question or comment, type in the Q&A Pod.

Note:
This pod may be titled Chat for certain events.

6. Click to send the message.

End the Meeting

Note: If the host ended the meeting, you will receive a message similar to this one. You can simply close the window using the Close button (X) in the upper-right corner.

Exit the Meeting from the Meeting Menu

7. To leave the Web Conference meeting when the host has not specified the End Meeting option, click the Meeting menu and then click Exit Connect Pro.

⚠️ For further assistance using Web Conferencing, contact ITSwebconfsetup@umich.edu

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