

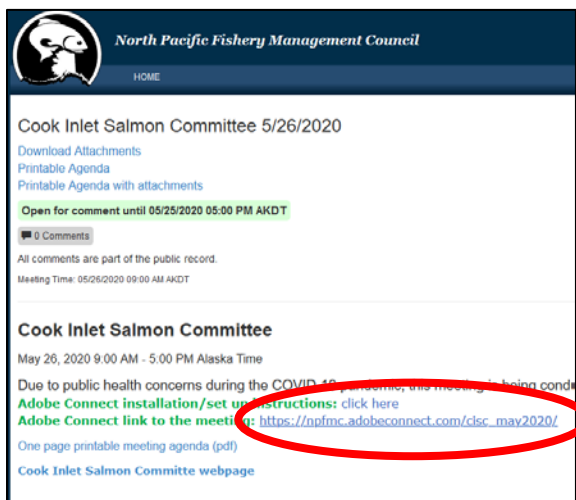
Instructions for attending the Cook Inlet Salmon Committee meeting via Adobe Connect

Install the Adobe Connect app.

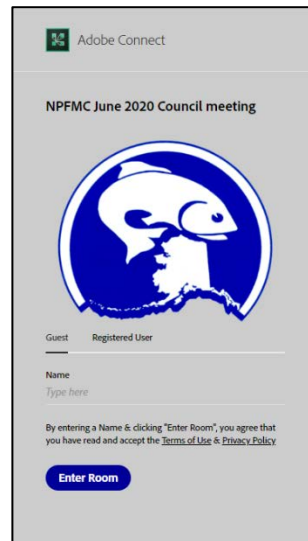
To get the app go to: <http://www.adobe.com/go/Connectsetup> (Windows)
<http://www.adobe.com/go/ConnectSetupMac> (Mac)

Connect to the meeting

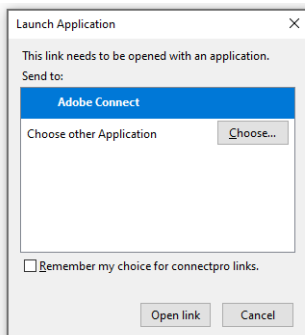
1. Go to the meeting eAgenda
<https://meetings.npfmc.org/Meeting/Details/1483>
and click on the Adobe Connect link
https://npfmc.adobeconnect.com/cisc_may2020/



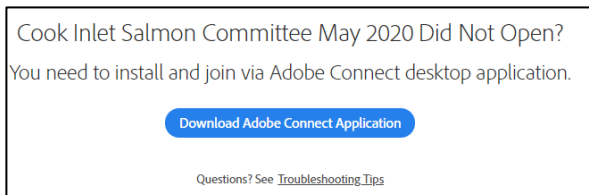
2. On the next screen, **enter your name (first and last please)** in the space provided as Guest. Click Enter Room.



3. If you see this dialog box, you have the app installed.
Click "Open link" in the pop up dialog box



4. If you've installed the app, this message will appear, but if you *only* get this message (not #3), you still need to install Adobe Connect. Click the download link to install.



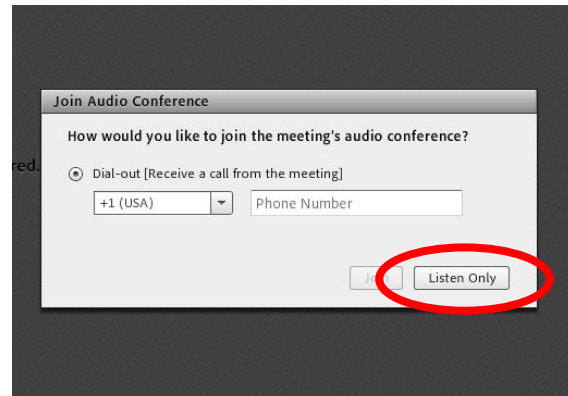
Connect to meeting audio (2 options)

1. Listen Only

When prompted to Join Audio Conference, click on *Listen only* and you will hear the meeting audio through your computer speakers.

If you prefer to listen via phone:

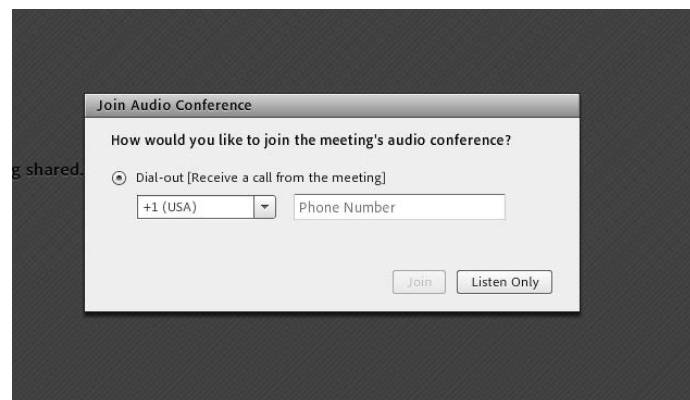
- Enter your phone # (including area code, no spaces or dashes)
- Within a minute, you will get an automatic call to connect you to the meeting
- Answer, and when prompted, press “1” on your phone to connect to the meeting audio
- After a delay of up to 40 seconds, you will hear that you have been muted, which means you are successfully connected to the meeting



2. Participate (Committee members, Staff, Public commenters)

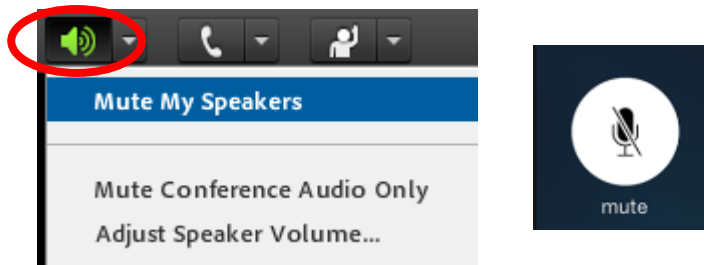
IMPORTANT – To be able to be heard, you must connect by phone and do not have the option of using your computer microphone to speak. *Listen-only* participants can listen with their computer speakers or connect by phone.

- Enter your phone # (including area code, no spaces or dashes)
- Within a minute, you will get an automatic call to connect you to the meeting
- Answer, and when prompted, press “1” on your phone to connect to the meeting audio
- *After a delay of up to 40 seconds, you will hear that you have been muted, which means you are successfully connected to the meeting*
- The host will unmute you if you are an active participant.



Managing your Audio

- If you are an active participant, you will be able to mute and unmute yourself. **Please stay muted unless you need to talk to the group.**
- It works best when you mute yourself directly on your phone, rather than through the top menu in the Adobe Connect app.
- Please make sure your computer audio is silenced, and you only hear the meeting through the phone – otherwise it can create echo/feedback.



Breaks

- If you need to disconnect during a break, go ahead and hang up your phone but leave your computer connected to the meeting.
- When you re-join, you can click the PHONE icon in the toolbar, and it will ask you how you want to reconnect – you can then select the same “dial out” option as when you joined:

