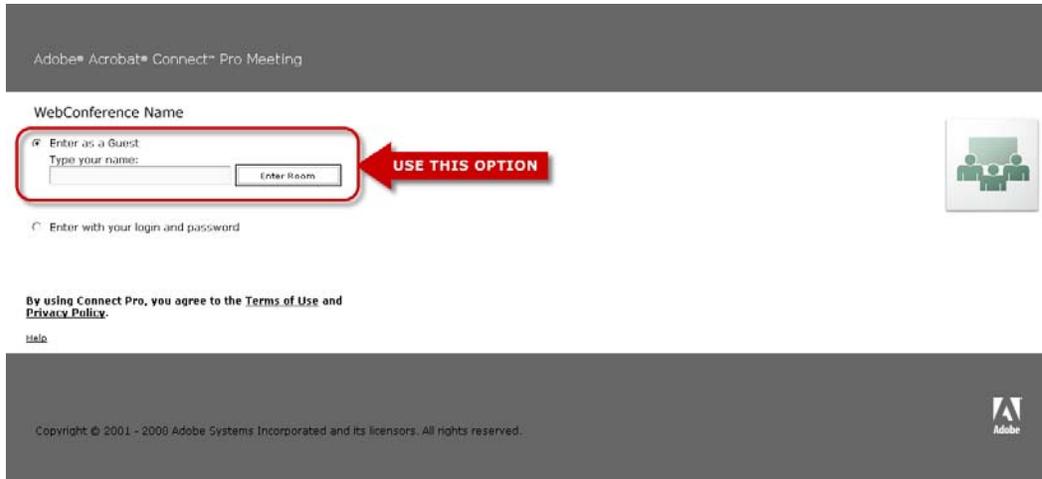


Instructions for joining the MDOE Connect Web Conference

Please follow these steps to connect to the meeting:

1. Go online to the URL provided to you.
2. Enter ***your name*** in the box when prompted.



Adobe® Acrobat® Connect™ Pro Meeting

WebConference Name

Enter as a Guest
Type your name: **USE THIS OPTION**

Enter with your login and password

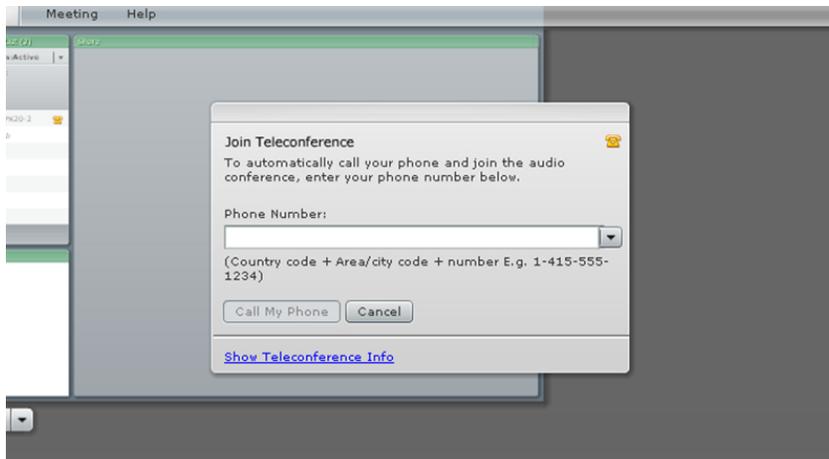
By using Connect Pro, you agree to the [Terms of Use](#) and [Privacy Policy](#).

[Help](#)

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3. In order to listen and speak during the meeting, you will need to be connected by telephone as well as the Internet. To help you connect by phone, a box will appear asking for your phone number so the Connect conference room can call you back.



Meeting Help

Join Teleconference

To automatically call your phone and join the audio conference, enter your phone number below.

Phone Number:

(Country code + Area/city code + number E.g. 1-415-555-1234)

[Show Teleconference Info](#)

- ***If you have a telephone with a direct-dial phone number***, please accept this option, enter your phone number, and we will call you right back.
- ***If you have a telephone with no direct-line phone number*** (if your phone is only reached by a switchboard), please click on CANCEL when the call-back box appears, then dial-in to the meeting using this access combination:

Dial-In: **1-866-910-4857** or 1-719-387-5500
Pass-Code: **140893**

DO NOT PLACE YOUR PHONE ON HOLD!

To participate in the web conference, you will need...

- **A computer with a broadband connection to the internet** (Cable, DSL, or WiFi); *Dial-Up will not work!*
- **Adobe Flash Player** (Flash 7 or later) **installed on your computer**; most computers already have the Flash Player installed – however, if yours does not, or if your Flash Player is in need of updating (version 6 or older), you can download the player for free from Adobe by clicking on this link: <http://get.adobe.com/flashplayer/?promoid=BUIGP>; this is a safe and quick download.
- **An open phone line**; we recommend using a hands-free headset or speakerphone.

If you have any questions, please contact the host of your meeting, or the technical support person noted in your meeting invitation (if one is identified).

If you have never attended a Connect Pro meeting before:

Test your connection: http://stateofmaine.na4.acrobat.com/common/help/en/support/meeting_test.htm

Get a quick overview: http://www.adobe.com/go/connectpro_overview

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