

Adobe Connect Tips for the Exception Item Ordering in eProcurement Webcast

What is Adobe Connect?

Adobe Connect allows participants in different locations to meet online to discuss, collaborate and share materials. Web conferencing can be used by instructors to teach and communicate with students who are geographically dispersed or by students, faculty, or staff who wish to collaborate remotely.

Uses of Adobe Connect

Adobe Connect can be used to:

- Conduct web meetings to share screens or applications.
- Deliver online training in real time, on demand, or offline.
- Facilitate webinars that capture the attention of participants with interactive multimedia content.

Computer Setup

1. To optimize the performance of Adobe Connect, **connect your computer to the Internet/Network via an Ethernet cable**, rather than a wireless connection.
2. Supported browsers: **Internet Explorer, Firefox and Safari.**
3. If you have never attended an Adobe Connect meeting before, then **test your connection at least one business day before the web conference** by visiting http://uofw.na4.acrobat.com/common/help/en/support/meeting_test.htm

This webpage will test your Adobe Connect configuration. If all tests pass successfully, you will be ready to log in to your meeting. The total test should take less than 5 minutes. You may need to install an Adobe Connect Add-in. This is a minor procedure and should take only a few minutes. If you encounter any **difficulty with the test**, please email **Ginny Morris at morriv@uw.edu** at least **one day prior** to the webcast.

Additional Help on Adobe Connect

Information about **UW** Adobe Connect:

<http://www.washington.edu/itconnect/wares/uware/adobe-connect-web-conferencing/>

Useful Links

Procurement Services Website:

<http://f2.washington.edu/fm/ps>

Procurement Services Independent Study Web Page:

<http://f2.washington.edu/fm/ps/training-events/independent-study>

How to Join the Webcast

To join the video portion of the webcast:

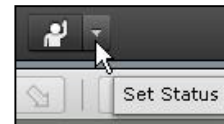
1. Five (5) minutes prior to the start of the webcast, open a browser and type in the following URL: <http://uofw.adobeconnect.com/eproc-exceptions/>
2. Select the first (top) option to **Enter as a Guest.**
3. Type your name into the field and click the **Enter Room** button.

To listen to the audio portion of the webcast from your PC or laptop

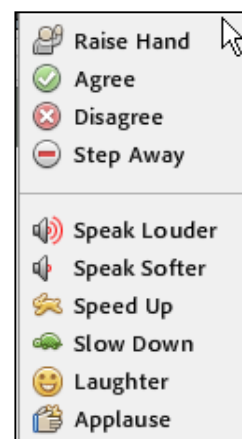
1. If you gather in a conference room or office, use the audio from the computer system.
2. If you are listening at a desk in an open area, be sure to use headphones for privacy.
3. If you have questions, you can type them into the "Chat" area of the virtual classroom. The presenter will stop periodically to answer questions.

During the Webcast

If you need to get the attention of the presenter for reasons other than asking a question, you can raise your hand by clicking on drop down-arrow next to the **Set Status** icon in the upper right portion of the screen,



which opens a menu of choices for participation:



Select the first option of **Raise Hand**, and the Raise Hand status will appear next to your name in the **Attendee List**.

Exception Item Ordering in eProcurement Adobe Connect Meeting Room Overview

Click here to mute the speakers or to adjust the volume

Click here to raise your hand for attention, or to respond to the presenter's requests for feedback.

Meeting Help

WEBCASTArribaExceptions.pptx

UNIVERSITY of WASHINGTON PROCUREMENT SERVICES eLearning Series

Exception Item Ordering in eProcurement

Attendee List (2)

Active Speakers

Hosts (1)

Procurement Services

Presenters (0)

Participants (1)

Ginny Morris

Attendee list

Chat (Everyone)

Submitted questions, answers and comments appear here

Type your questions and comments here

Click here to submit question or comment

File Share

Name	Size
WEBCASTArribaExceptionsHandout.pdf	7 MB

Click on the file name to highlight

Download File(s)

Click **Download File(s)** to copy file to your PC or laptop