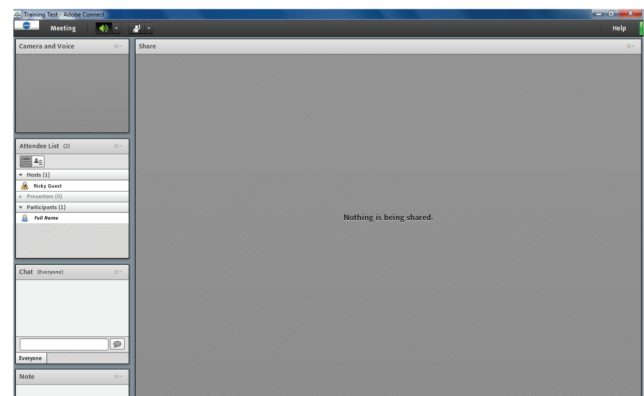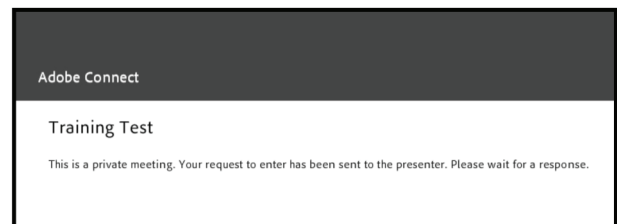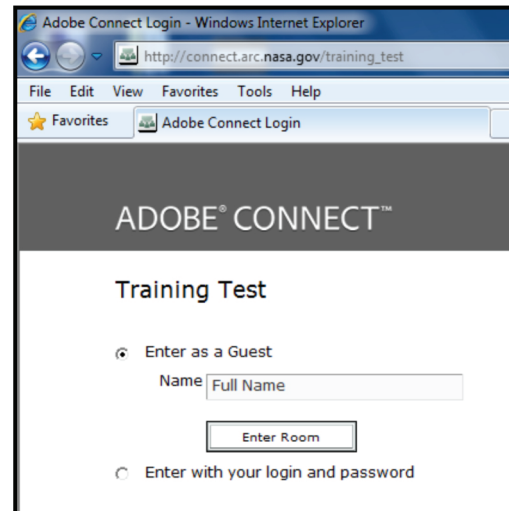# How to join an Adobe Connect meeting

**1** Click on the URL that was sent to you,(or enter the URL into any web browser), it should begin with "http://connect.arc.nasa.gov/", and have something after the forward slash such as "http://connect.arc.nasa.gov/training_test"

**2** Check the "Enter as a Guest" radio button and enter your full name in the "Name" window, followed by a click on the "Enter Room" button. (If you have a Login name and password, you may use those instead.)

**3** If the meeting is set up as a private meeting you may see this Training Test screen. Please wait until the host accepts you into the meeting.

**4** Once in you should see the pod windows appear. You are now ready to participate in the meeting.

For further assistance contact:
sservi-it@moonlight.arc.nasa.gov

**Collaborative Technologies**
for NASA's Virtual Institutes