

Accessing the webinar on Trauma Informed Care

March 6 2015 2:00 – 3:00 PM Eastern Time

1. The webinar will start promptly at 2:00 PM Eastern Time. Please enter the Adobe room 5 minutes early.
2. To sign into Adobe Connect go to <http://tadnet.adobeconnect.com/partnership/>
 - Click on the link to join the Adobe Connect Meeting
 - Click "Enter as a Guest" and type your full name. Then click "Enter Room"
3. For audio – choose one from 3 options
 - A. Dial-out Option (recommended)**
 - Select the first option "Join Audio Conference" (Dial-out)
 - Enter your phone number with area code (Eg. +1-415-555-1234)
 - Click "Join"
 - Adobe will call you shortly after. This option will help us have enough "space" for more people to join.
 - Make sure your computer speakers are turned off
 - B. Dial-in Option**
 - Dial in Conference Number: 1-877-512-6886
 - Conference ID: 2365393812
 - Make sure your computer speakers are turned off
 - C. Using Microphone Option**
 - Select the third option "Using Microphone"
 - Click "Join"
 - Listen to the audio through your computer speakers
 - You do NOT need a microphone or your telephone for this option.

The screenshot shows the Adobe Connect interface for a meeting titled "School Mental Health: A Federal Perspective (Lobby)". The top navigation bar includes "Meeting", "Layouts", "Pods", and "Audio". A "Share" button is visible. A "Join Audio Conference" dialog box is open, displaying the following text: "This meeting's audio conference was successfully started. How would you like to join the meeting's audio conference?". There are three radio button options: "Dial-out [Receive a call from the meeting]" (which is selected), "Dial-in to the Audio Conference via Phone", and "Using Microphone (Computer/Device)". A text input field with the placeholder "enter your number" is highlighted with a green border. Below the input field, it says "(+ Country code - Area/city code - Number E.g. +1-415-555-1234)". At the bottom of the dialog are "Join" and "Listen Only" buttons. Two blue callout boxes with white text provide instructions: one for the "Dial-out" option and another for the "Using Microphone" option. Red arrows point from the callouts to the corresponding radio buttons in the dialog.

Dial –out
Please select **Dial-out** option to listen to the webinar via telephone. Type your phone number with area code Eg. +1-415-555-1234 and click **Join**

Using Microphone
Please select this option if you want to listen through your computer speakers. You will be able to participate in the webinar through the chat.

- D. All lines will be muted during the webinar.
- E. If you have a question during the webinar, please type your question into the chat box on the right side. Your question will be asked by a facilitator at the end of the webinar.
- F. If you have questions or need technical assistance during the webinar, please contact Mironda Shepard mironda.shepard@nasdse.org

First Time Adobe Connect Attendees – check your computer before the webinar ...

- Please make sure you have prepared your computer to access the meeting through Adobe Connect
- If you have never attended an Adobe Connect meeting before please test your connection by going to https://tadnet.adobeconnect.com/common/help/en/support/meeting_test.htm
- To get a quick overview of Adobe connect go to: http://www.adobe.com/go/connectpro_overview
- If you have any questions before the webinar please contact **Mariola Rosser** mariola.rosser@nasdse.org

After the webinar

The webinar recording will be available on the:

- Sharedwork website <http://www.sharedwork.org/web/school-behavioral-health/home>