

DOCUMENTATION

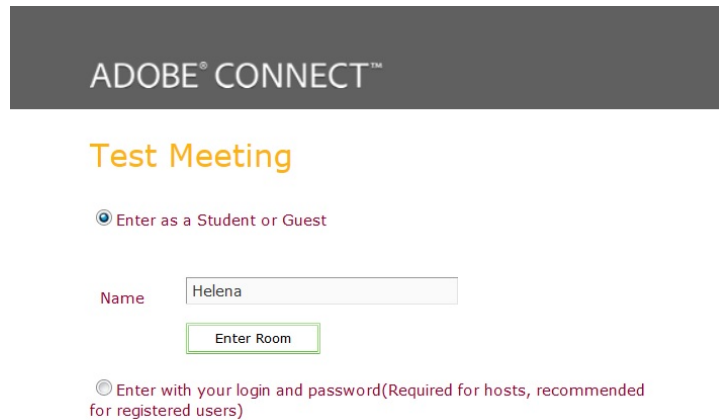
Attending an ATF Meeting Online

Step 1- Connecting via Adobe Connect

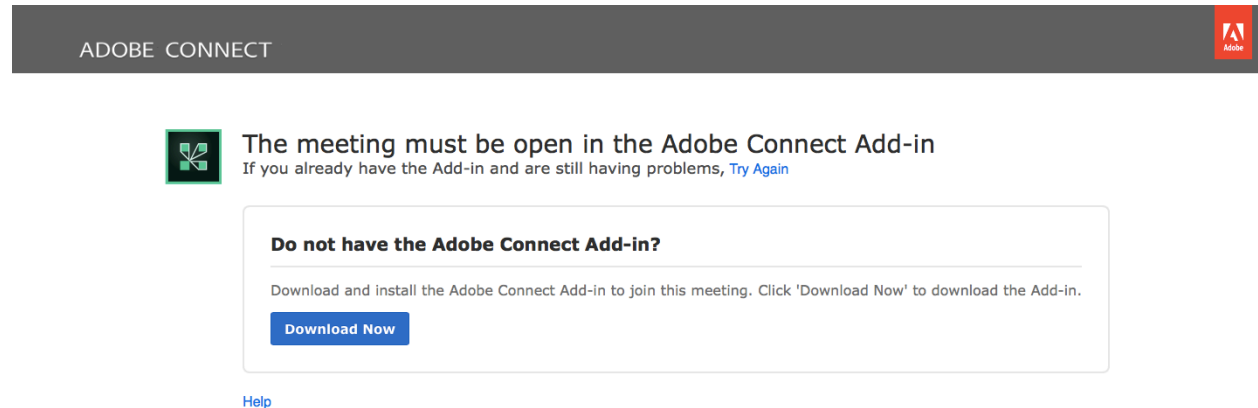
Log into Adobe connect using the url link provided in the email from the AZTransfer office, this link can also be found on the ATF Portal Page.

Example: <HTTPS://CONNECT.ASU.EDU/TEST>

By default the "Enter as Student or Guest" button should be selected, if not select it. Please type in your name (this will help those keeping track of attendance as well) and click "Enter Room".



You may see the following message:

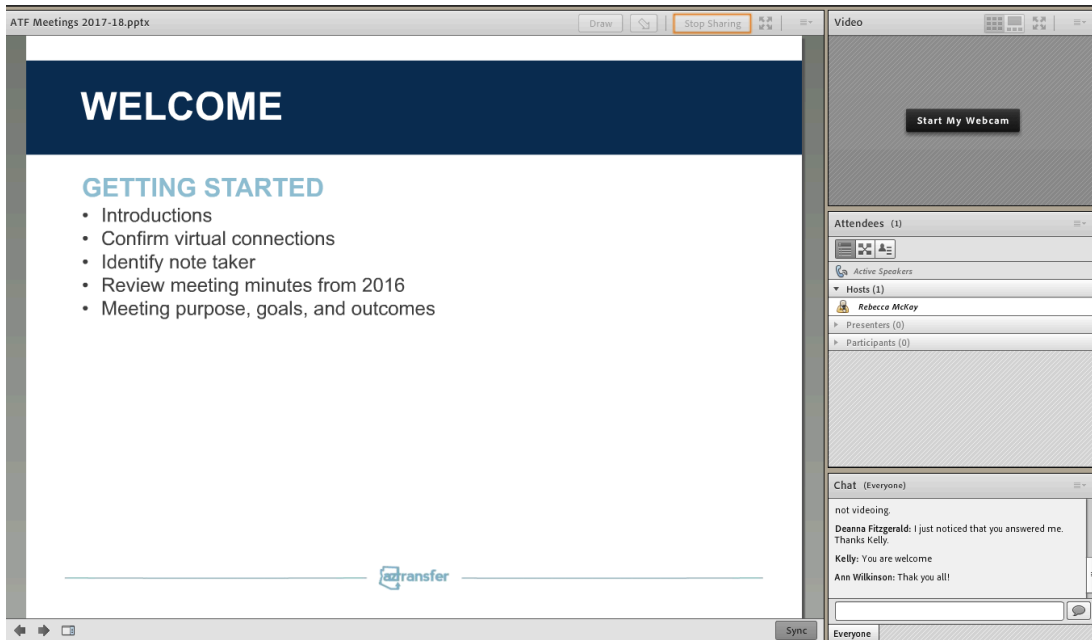


Click "Download Now" to install the Add-In. The meeting window will open.

Step 2 – Connected to Meeting

The Adobe Connect portion of the meeting will display the documents that are being shared during the meeting. *NO AUDIO.*

You will see a screen similar to below.



Adobe Connect has a few ways to participate online during the meeting. Examples Below:



Step 3 – Joining via Teleconference

All ATF Meetings have been set up with a toll free conference number, this can be found on the ATF Chatlines, meeting calendar. The teleconference portion of the meeting is the only way you will be able to hear the meeting conversations as the Adobe Connect will have no audio.

1. Dial the Conference Number
2. Enter the Participant Passcode



TROUBLESHOOTING: Some institutions require a long distance phone code even for toll free numbers. Be sure to connect with the ATF meeting host and see if this type of code is required on their campus.