

Virtual Microbiology Seminar Series Accessing Instructions

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Wednesday, June 17, 2009

2 p.m. to 3 p.m. EST

First Time Users

1. To perform the **New User Test** click the link below:

http://hawkeye.epa.gov/imtapp/app/nuf_sys.uix

2. Click on the **ICON** under **RUN**



You may see a run or installation pop-up.

Please click **Yes, Run or Allow**. This is a one time add-on that is needed to run the web conference software. It is completely safe.

Your screen may flicker or go black during this step (this is normal).

3. Using **Internet Explorer**, click on the link below

<http://portal.epa.gov/webconference>

In the **JOIN CONFERENCE BOX**, enter the following:

Conference ID: **271799**

Conference Key: **LEAVE BLANK**

Your Name: **ENTER YOUR NAME**

4. Press **JOIN CONFERENCE**

5. Call the Conference number: **866-299-3188**

6. Enter conference code: **202 564 5264** and # sign

7. **PLEASE PLACE YOUR PHONE ON MUTE WHEN YOU ARE LISTENING BY PRESSING *6**

Returning Users

1. Using Internet Explorer click on the link below:

<http://portal.epa.gov/webconference>

In the **JOIN CONFERENCE BOX** enter the following:

Conference ID: **271799**

Conference Key: **LEAVE BLANK**

Your Name: **ENTER YOUR NAME**

2. Press **JOIN CONFERENCE**

3. Call the Conference number: **866-299-3188**

4. Enter conference code: **202 564 5264** and # sign

5. **PLEASE PLACE YOUR PHONE ON MUTE WHEN YOU ARE LISTENING BY PRESSING *6**

IMPORTANT NOTES ABOUT USING THIS WEB CONFERENCE TOOL

Computer: The web conference tool will only work on a **PC** computer

Browser: Please use **Internet Explorer** as your browser

Screen Resolution: It is recommended that you change your resolution before joining the web conference. To adjust the screen resolution:

1. **Right-click** on your **desktop**
2. Go to **"Properties"**
3. Go to the **"Settings"** tab
4. Go to the **highest screen resolution** by pulling the tab in the lower left corner toward **"More"**

Lost Connection: Should this occur, please open a new Internet Explorer web browser and access this page: <http://portal.epa.gov/webconference>. Once here, please await instructions over the phone.