Act 51 Distribution and Reports System (ADARS)
Web Meeting Information

To participate in Web Meeting:

Dates Offered

Thursday, September 22, 2011
9:00 a.m.–10:00 a.m.

Tuesday, September 27, 2011
9:00 a.m.–10:00 a.m.

Tuesday, October 4, 2011
1:00 p.m.–2:00 p.m.

Tuesday, December 13, 2011
9:00 a.m.–10:00 a.m.

Web Portion

1. On your computer, go into Internet Explorer and connect to: http://michigandot.adobeconnect.com/adars2011/.

2. Enter the Web meeting as a guest by typing your name in the box provided (First and Last Name and Agency).

3. Click the Enter Room button (If asked, download the required software).

   You will then join the Web meeting with the other participants. You can talk via the conference call. Everyone will see the same information being shared.

4. If you have not attended an Adobe Connect meeting before, please test your connection prior to web meeting at: https://admin.na5.acrobat.com/common/help/en/support/meeting_test.htm. (Please note you are not required to install: #4 Adobe Connect Add-In).

5. The web meeting will open in Adobe Connect 20 minutes prior to the start time of the training session.

Audio Portion

1. On your telephone, dial **877-336-1829.**

2. It will ask for your access code followed by the # sign. Dial in **5923091#.**

   If the line is full, please dial 888-273-3658 and enter access code, 6734012#.

3. The **AUDIO PORTION** is limited to the first 240 callers.