



Sametime

US EPA Extranet Virtual Meeting Server Ozone and PM 2.5 Designations

“TEST” and “LIVE” Meeting Login Instructions:

These instructions will allow you to access the “Ozone and PM 2.5 Designations” meetings in “TEST” and “LIVE” mode. We **highly recommend** that you attempt to access the “TEST” meeting before attending the “LIVE” meeting.

1. Open **Internet Explorer**  and type the address and press **Enter** .



Note: If the **Security Alert**  window appears, press **Yes** to proceed.

2. Type your (Firstname LastName) in the **Username** field .
Hint: (Use the the name provided in the registration email).

Type your password in the **Password** field .

Press the **Login** button to access the meeting site.

Note: If you have problems with the login process, please send an email describing your problem to notes-national@epa.gov.

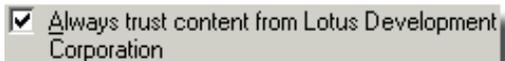
3. On the left side of the screen, click Attend a Meeting 

4. For the **TEST** meeting click, **TEST - Ozone and PM 2.5 Designations**.
For the **LIVE** meeting click, **LIVE - Ozone and PM 2.5 Designations**.

5. When the pop-up box appears that asks you:
"Do you want to install and run the SameTime JNI Meeting installed on 11/28/2001 and 5:10PM"
distributed by Lotus Development Corporation"

Place a checkmark in the box that says:

"Always trust content from Lotus Development Corporation"



and press the **Yes** button to continue.

6. In the pop-up window, "Enter the meeting password" type "oaqps" and press the **OK** button .
(**Note:** The password is the same for both the test and live meeting.)

“**TEST**” meeting: You should see a large green checkmark, if you don’t see a **green checkmark**, contact notes-national@epa.gov.

“**LIVE**” meeting: You should see: “Welcome to the OAQPS Ozone and PM 2.5 Designations” in the left window, if not, contact notes-national@epa.gov.

