FIFRA SAP Webcast Instructions - November 3-6, 2009

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:

Nov 3 - 483112
Nov 4 - 483127
Nov 5 - 483132
Nov 6 - 483143

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 8378** 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:

Nov 3 - 483112
Nov 4 - 483127
Nov 5 - 483132
Nov 6 - 483143

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 8378** and # sign

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

Direct Links to Nov. 3-6 Webcasts

Nov 3:
http://hawkeye.epa.gov/imtapp/app/cmn_jm.uix?mID=483112

Nov 4:
http://hawkeye.epa.gov/imtapp/app/cmn_jm.uix?mID=483127

Nov 5:
http://hawkeye.epa.gov/imtapp/app/cmn_jm.uix?mID=483132

Nov 6:
http://hawkeye.epa.gov/imtapp/app/cmn_jm.uix?mID=483143

IMPORTANT NOTES ABOUT USING THIS WEB CONFERENCE TOOL

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

Email wood.donald@epa.gov if you have difficulty accessing the webcast or comments on the webcast.