

Instructions for Accessing Pass It On Center Webinars

To connect to the web conference, go to

<http://conference321.com/masteradmin/room.asp?id=rs21c4e11226b6>

There will NOT be a call-in number available for audio. You will only be able to access the conference via the Internet. So, if you plan to participate, please test your equipment early to work out any bugs you might have. If you need technical assistance, you may call Martha Rust at (404) 638-0389.

Check Your System Before The Conference:

Please take a moment to click on the link below and test that you can access the online conference room. It is easy to do:

1. Go to: <http://conference321.com/masteradmin/room.asp?id=rs21c4e11226b6>
2. If you are a first-time user, please select "Download Here" to get the small piece of software needed to run the program.
3. Then select "Click here to enter the room"
4. Please select a user name with some identifier, such as, your organization or location. (Ex. Liz Persaud – Pass It On Center)
5. No password is necessary for participants. (Presenters will need to log on as mod).
6. This should bring you the Pass It On Center "conference room". Welcome!

If you have problems with your microphone, click on the following link to check your settings: <http://support.microsoft.com/kb/266677>

If you do not have a microphone for your computer, you may wish to purchase one from any electronics store which will range in price from \$20 to \$50. Follow the directions on the box for connecting to your computer. However, you may still participate without a microphone by simply typing in your comments/questions into the text box on the screen.

You will need a Windows computer running Internet Explorer (newer versions are best). Access for Mac users will be coming soon. No separate audio line will be available.