

Educational Counseling: How and When to Make Referrals

Academic Advising Seminar Adobe Connect Instructions

<i>Date</i>	<i>Eastern Time</i>	<i>Presenter</i>	<i>Website:</i>
11/13/13	1:00 p.m. – 2:30 p.m.	Kim Dickman and Susan McNamara	http://ferris.adobeconnect.com/advising/
11/14/13	9:30 a.m. – 11:00 a.m.	Kim Dickman and Susan McNamara	http://ferris.adobeconnect.com/advising/

Topic:

<Educational Counseling: How and When to Make Referrals>

Participation:

To view the presentation slides during the teleconference:

1. Please copy and paste the website into your browser.
2. You will be asked to login as a “guest,” please provide your first and last name and click “enter meeting.”

To join the audio portion of the teleconference:

1. Once you are in the meeting, a pop-up will appear and you will be prompted to type your phone number, area code first.
 2. Select “call my phone” and you will receive a call for the webinar.
 3. You will automatically be placed into the conference, so please put your office phone and cell phone on mute.
- OR-**
4. If your dial in number is associated with an extension, please use the number provided below in order to participate in the audio portion of the webinar.

Dial in number: 877-865-9870

Housekeeping:

1. Prior to the webinar, please make sure that your computer has Adobe Acrobat, you may want to log in 20 minutes before in order to alleviate any technical difficulties.
2. Please ensure that you are using a phone with the mute capability. Mute all microphones including the one on your computer.
3. Using a USB headset may provide a higher quality seminar experience.
4. Questions and comments will be received via the chat feature in the webinar. Should you want to verbally ask a question, you will select the icon to raise your hand and the presenter will call on you. Please take your phone off of mute at this time.
5. The presentation is expected to last for 90 minutes, so please plan your schedules accordingly.

For Assistance:

Please log on to the website 20 minutes prior to the webinar. Should you have any problems, please contact Deb Cox at 231-250-6761.