



Leading Digitally, The Admin 2.0 Webinar Series Login Instructions

1. Test your webinar connection here:
http://meeting.portical.org/common/help/en/support/meeting_test.htm
 - a. Note: If the Adobe Connect Connection Test fails please contact your IT department and ask them to open Firewall Port 1935 which is the Flash Media Server port that runs the webinar meeting room.
2. Type in or click <http://meeting.portical.org/admin20>
3. Type in your Name under "Enter as a Guest".
4. Click on **Enter Room**.
 - a. *Note: If you cannot enter the room and your screen hangs on "Connecting" you may have a Firewall Port blocked. Typically this happens when Port 1935 is blocked. Please contact your IT department and ask to open Port 1935.*
5. Introduce yourself in the chat window!
6. Check your sound output (speakers/headphones)



Connecting Via iOS - On an iPad or iPhone/iPod

1. Download the iOS App using the link: <http://bit.ly/ios-ac> or Android App using the link: <http://bit.ly/an-ac>. Or search for "Adobe Connect Mobile" App in the App Store/Google Play.
2. Open the App.
3. Type in the URL for the meeting:
<http://meeting.portical.org/admin20>
4. Click on "Next" and follow the steps 3-4 above.

