NIPA Learning Collaborative Webinar Directions
The links below are applicable for ALL webinars in the QI Project

*Please note in order to receive credit for attending you must enter your first and last name along with your state. If you have multiple individuals attending from the same computer you will be instructed to enter all participant names upon entering the webinar.

1. Five minutes prior to the start of the webinar go to https://uvm-vchip.adobeconnect.com/nipa/ (TIP: bookmark or save this link as a favorite on your computer so you can use it each month)

2. Enter your full name and state (e.g. Chealsea Hunter, VT)

3. Audio Options
   - If dialing in from a direct phone line use "dial-out" (first option) type in your phone number and the system will call you.
   - If you are calling from a phone with an extension (i.e., not a direct line) you MUST select either "dial-in" (second option) or “microphone” (third option)

Additional Notes:
   - You are automatically unmuted upon entrance. Please mute your line by pressing *6
   - If you see your phone number listed at the bottom of the participant list send a chat message to “host” and your phone line will be synced.
   - If you need to step away from the webinar, do not put your phone line on hold if it has automatic hold music or announcements.
   - If you need to call-in without logging onto the webinar
     1. dial telephone number: 866-814-9555 Conference Code: 7470905626
     2. you need to announce yourself to receive credit for attending
     3. print a copy of the presentation handouts to follow along

See the next page for technical support
Tech Support

- If you need assistance **during** the webinar
  - Send a chat to the host, e-mail Chealsea Hunter at [chealsea.hunter@med.uvm.edu](mailto:chealsea.hunter@med.uvm.edu) or Adobe directly at 800-422-3623 extension 1

- If you need assistance between webinars
  - E-mail Chealsea Hunter at [chealsea.hunter@med.uvm.edu](mailto:chealsea.hunter@med.uvm.edu) or contact Adobe Connect directly at 800-422-3623 extension 1

- If you have never attended an Adobe Connect meeting before: