

# NCEAS Sustainability Studies Seminar

## UMConnect Instructions

### You will need:

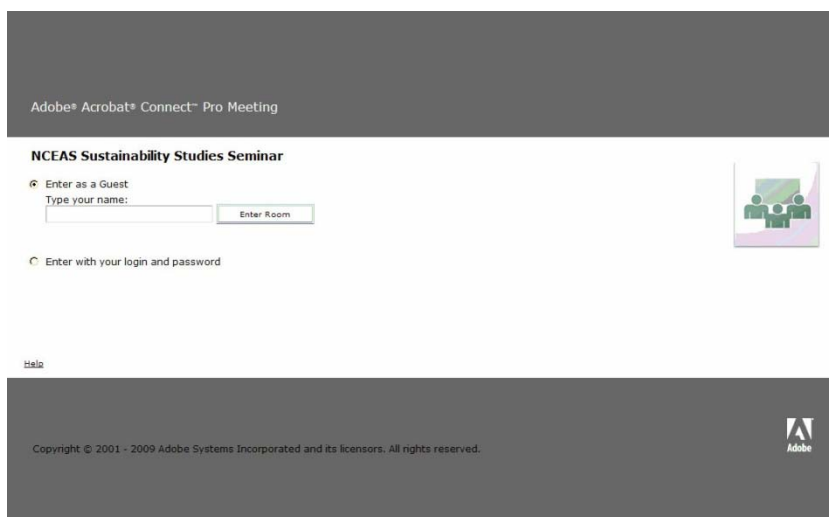
- Computer (with Flash Player 8.0.0.0 or above installed).
  - UMConnect will work with either PC or Mac.
- Web Cam (only if presenting).
- Phone and phone number with incoming call capabilities.
- Internet connection.
- We recommend using Firefox as your browser for UMConnect.
- Projector - if you are in a room with multiple participants.

Open a web browser and go to:

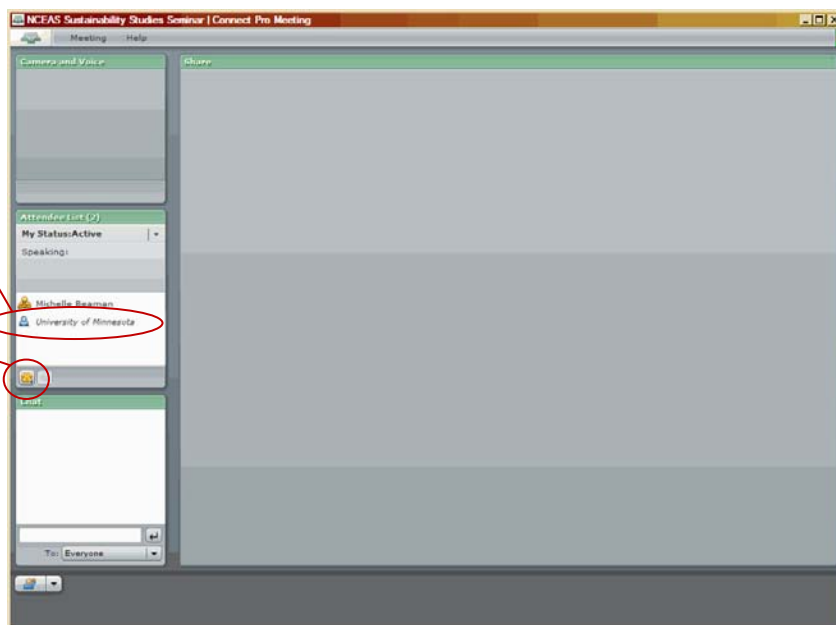
<https://umconnect.umn.edu/nceas/>

Enter as a guest – you do not need a log in or password to connect.

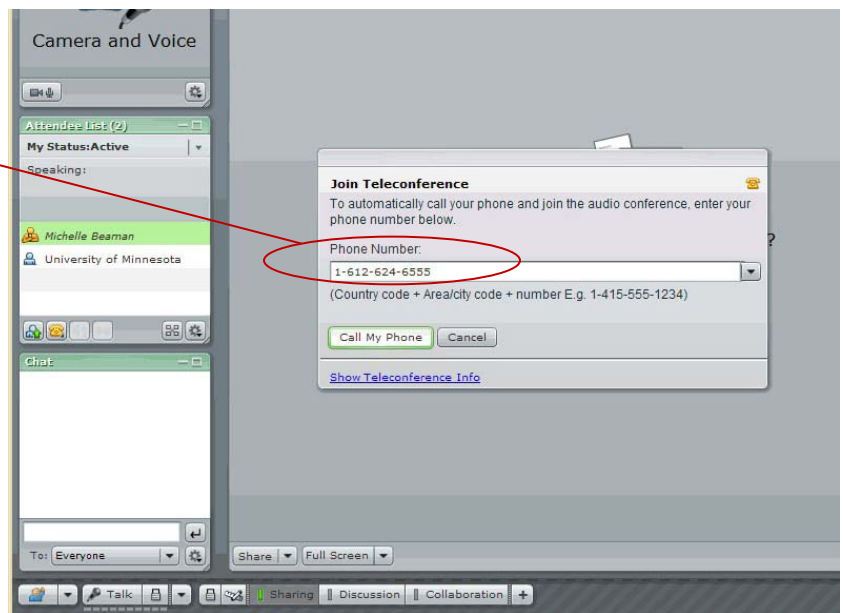
- If you are the main computer for one of the six regular universities, please log in with your university's name.
- Additional participants should sign in with their first and last name.



1. Verify that your name is in the Attendee List.
2. Click on the phone icon at the bottom of the Attendee List pod.

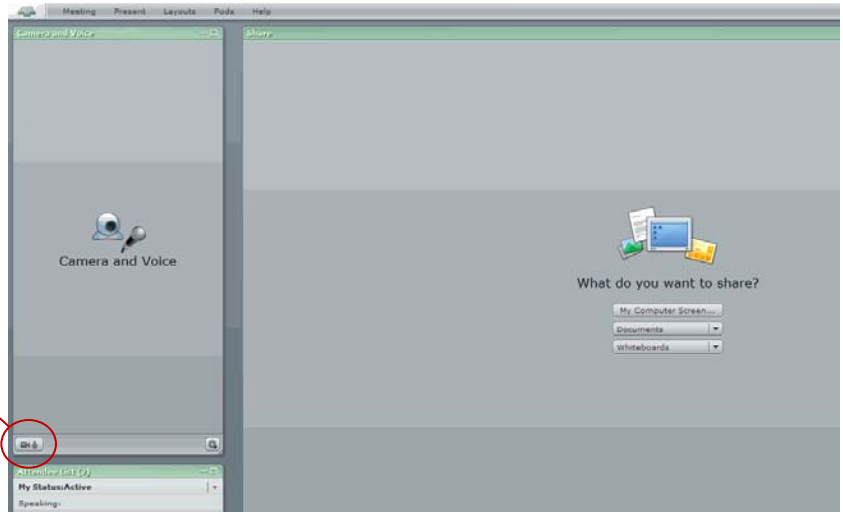


3. Enter in the phone number that you will be using to connect to the conference call.
4. Click: Call My Phone
  - Participants connecting via conference call will not be charged for the call.

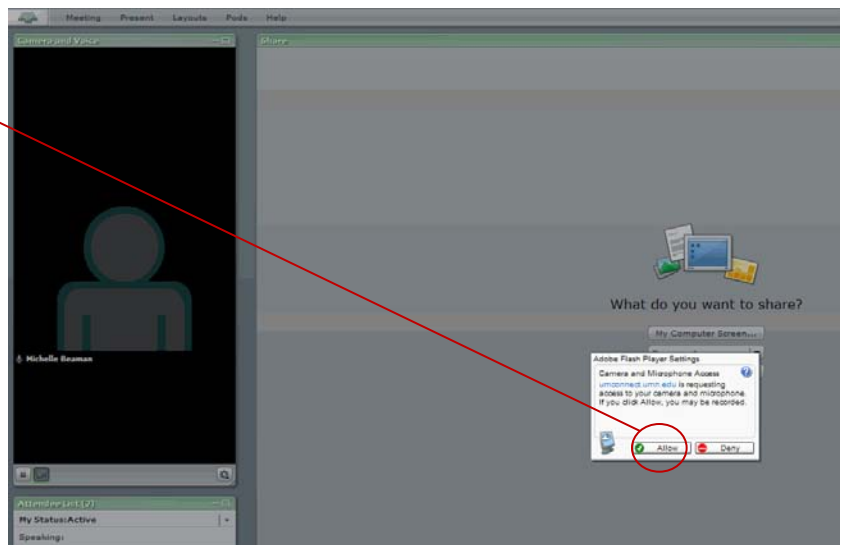


## PRESENTERS

To connect your Web Cam, click the camera icon in the lower left hand corner of the “Camera and Voice” pod.

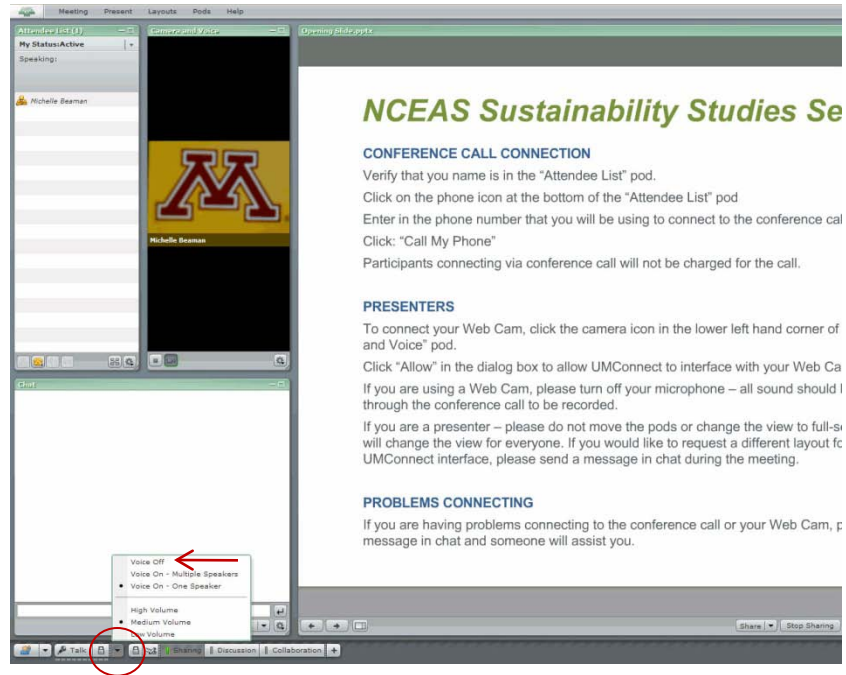


Click “Allow” in the dialog box to allow UMConnect to interface with your Web Cam.



You will need to turn off the sound so only the conference call will be providing audio for the seminar.

Click on the dropdown arrow at the bottom of the UMConnect window by the "Talk" button and select "Voice Off"



## Procedures:

- If you are using a Web Cam, please turn off your microphone – all sound should be going through the conference call to be recorded.
- If you are a presenter – please do not move the pods or change the view to full-screen as this will change the view for everyone. If you need a different layout for the UMConnect interface, please contact [beam0009@umn.edu](mailto:beam0009@umn.edu) prior to your presentation or send a message in chat during the meeting.
- Please email your presentations to [beam0009@umn.edu](mailto:beam0009@umn.edu) by 2:00pm-CST on Mondays to have them uploaded to the UMConnect meeting. UMConnect does not support Keynote presentations. Keynote presentations will need to be converted to a PDF for upload. UMConnect does not support animation in PowerPoint presentations, so presentations should be simplified for use with the system.
- Guest Presenters - please send contact information for the guest presenter to [beam0009@umn.edu](mailto:beam0009@umn.edu) at least one week prior to their presentation so we may arrange a time to test their ability to connect to UMConnect and the conference call.