

## Instructions for Participating: CYFERnet Training Opportunity

This CYFERnet training takes place on the Web in an interactive meeting environment using Breeze technology provided by Iowa State University Extension. It also connects directly to your land-line telephone to provide high quality, reliable audio. To participate you must have a **computer**, a high-speed connection to the **Internet**, and a **telephone**.

Breeze is a Web-based communication environment that provides on-line meetings and presentations that everyone can access instantly through any Web browser. Please check to see that you meet the minimum system requirements to participate in the Breeze meeting. For more information about system requirements, go to: [www.macromedia.com/go/breeze\\_sysreqs](http://www.macromedia.com/go/breeze_sysreqs)

### System Requirements:

- 1) An Internet connection (Minimum bandwidth requirement is 56 kb/sec)
- 2) One of these supported operating systems and browsers:

Windows (98se, 2000, XP) * Internet Explorer 5.0, 5.5, 6.0 * Netscape Navigator 7.1 * AOL 9 * Mozilla Firefox 1.0.3	Macintosh (OS X 10.2, 10.3, 10.4) * Safari 1.1, 1.2, 2.0 * Mozilla Firefox 1.0.3
Linux * Mozilla 1.2	Solaris * Mozilla 1.4

- 3) Macromedia Flash Player Plug-in 6.0.79 or higher  
Macromedia Flash Player 7 or higher for Linux and Solaris  
*Note: Macromedia Flash Player is standard in most browsers. You can find out what version of Flash Player you have at the Test Macromedia Web Players page at: [www.macromedia.com/software/flash/about/](http://www.macromedia.com/software/flash/about/)*
- 4) A sound card and speakers to hear audio broadcasts from the video
- 5) A regular telephone

### Practice Login

You may practice entering the Breeze meeting at any time. Think of it as checking out the room before a scheduled meeting. However, no one else will be in the meeting until the day of the program. Be sure to come back 1/2 hour prior to the program start time on March 28 to get connected.

## Entering the Breeze Meeting

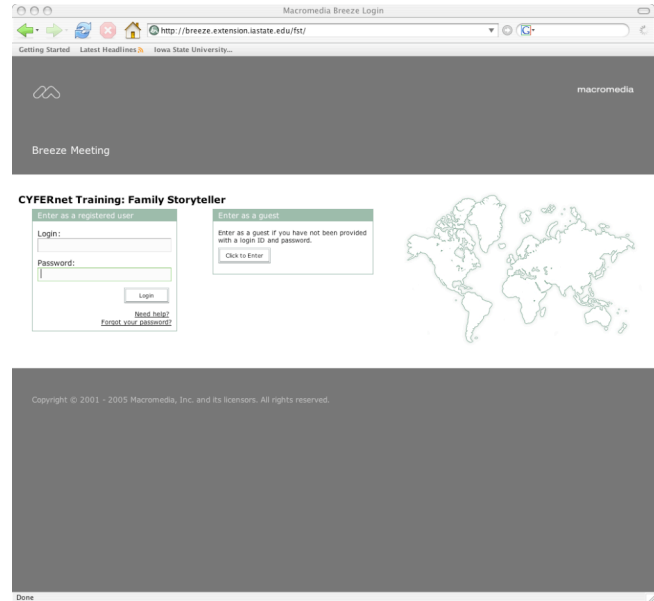
The URL for the training is: <http://breeze.extension.iastate.edu/fst/>

1) The URL brings you to a log-in screen that says, "CYFERnet Training: Family Storyteller."

You are NOT a registered user.

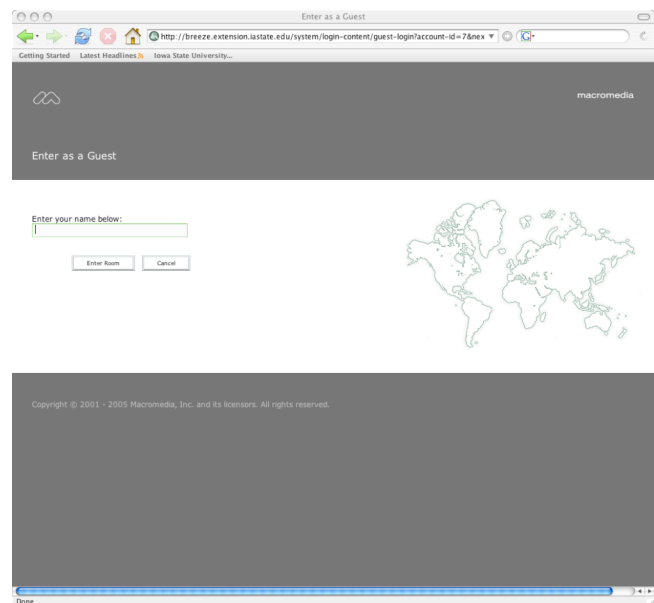
You are a GUEST.

Therefore, go to the "Enter as a Guest" box and click on the "Click to Enter" button.



2) A second screen will open.

Type your **first and last name** in the "Name" field, then click on the "Enter" button.



3) Please be patient while Macromedia Breeze opens another screen. It will say "Breeze Meeting loading..."

4) You will now be in "CYFERnet Training: Family Storyteller | Breeze Meeting"

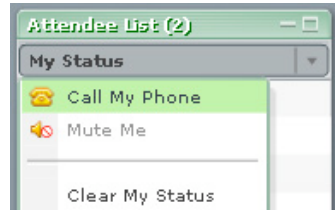
5) Look for the additional directions within the meeting.

## Using your Telephone with the Breeze Meeting

On the day of the program, we will be using an integrated teleconferencing system to provide the best audio for our event. This integrated system connects your telephone to our Breeze meeting. You must enter the Breeze meeting first, then follow the directions posted there. You may also want to print the following directions to use once you have entered the Breeze meeting. Remember, there will be no phone charges to you.

### How to start your phone:

1. Go to the Attendee List, in the upper left corner of the meeting window. Click on **My Status**. A drop down box will appear; select **Call My Phone**.



2. When the “**Call My Phone**” box appears, enter your **first and last name and phone number** and click on the “**Call**” button. The integrated phone system will automatically call the phone number you entered.



3. When your phone rings, answer it and you will hear the following:

*“Welcome to the conference center. Please press ‘1’ to enter the meeting.”*

After you press “1” you will hear:

*“Thank you. Your pass-code has been accepted. At the tone you will be the (number) caller in the conference.”*

4. Next to your name in the Attendee List you will see an icon that indicates the status of your phone.

You should now be ready to participate in the Breeze meeting.