

Public Housing Neighborhood Networks
Neighborhood Networks Webinar: From the Ground . . . Out
How to Tap Into Broadband
[Access Instructions](#)

The Public Housing Neighborhood Networks Webinar on September 13, 2011 will be hosted by PGI using Microsoft Office Live Meeting. If you have never used Microsoft Office Live Meeting on the computer system you are using, follow the “**Important Test to Perform Prior to the Webinar**” instructions below. If you have previously used Microsoft Office Live Meeting, proceed to the “**On the Day of the Webinar**” instructions that follow.

Important Test to Perform Prior to the Webinar:

Click this [test for compatibility](#) link **at least** 30 minutes prior to the call to determine if the computer system you are currently using allows you to participate simultaneously in the visual and audio portions of the Webinar. **NOTE: It is highly recommended that you test your system the day before to ensure you have sufficient time to correct any technical problems.** This is only a test. Once you have achieved connection, you may close.

- If your system is compatible, you will be able to proceed to the instructions below for **Step 1**.
- If the testing finds that your computer system is incompatible, you will be directed to another link that will help you download and install free software that creates a bridge so you can listen, view, and ask questions during the presentation. If you do not download the required software, you will not have full access to the Webinar. You will be able to listen and ask questions using the telephone, but without the software download you will not be able to see the presentation or ask questions using your computer.

Need assistance? Prior to the day of the Webinar, if you need assistance getting set up, please contact the Neighborhood Networks Information Center at (888) 312-2743 ext. 3.

On the Day of the Webinar:

Accessing the Tuesday, **September 13, 2011** Webinar is simple. For full access to the Webinar, you will need a computer and telephone:

- **Step 1: Access via Computer**
 - Use this [join meeting](#) link no more than 10 minutes prior to start time to gain interactive visual access.
 - You will be instructed to enter your name, e-mail address, and company name.
 - **NOTE:** This is an operator-assisted call so you will be required to provide the same information to the operator when you access the audio portion of the Webinar using the instructions provided in **Step 2**.

☞ **Troubleshooting Tips for Step 1:**

If you have problems joining the Webinar using the above link, click on the meeting URL below and manually enter the Meeting ID and Entry Code when prompted.

Meeting URL: <https://www119.livemeeting.com/cc/vcc/join>

Enter your Meeting ID and Entry Code when prompted

- **Meeting ID: w9140256**
- **Entry Code: A914025**

Remember to:

- Close all un-needed applications and run ONLY the Internet browser supporting the meeting.
 - Disable pop-up blockers, such as commercial ads and instant messages received through AOL, Yahoo, Hotmail, Facebook, G-Mail, and others. You can disable pop-up blockers by selecting the “Tool” options found on the toolbar located across the top of the Internet browser home page. Next, select “pop-up blocker” to turn the feature off.
 - Disable any chat applications that might distract you or pop up in your meeting window.
 - Tip – If you are having issues connecting, copy/paste the Meeting URL and type in the word “web” before the word “join.”
- **Step 2: Access via Telephone**
 - Dial the toll-free number **1-888-503-8169** and enter passcode number **9140256** to obtain audio access. Inform the operator that you are participating in the **Neighborhood Networks Webinar**.

☞ **During the webinar, if you experience technical difficulty, please contact PGI at <http://support.pgi.com/> – on the left hand side under “contact support” select “chat live”. Select Chat topic of “conferencing” specific reason “web technical Support” and enter your name, audio passcode, email address and phone number and a live representative will be available to chat.**