Participate in GSA Meeting Space Events

Join a meeting

1-You have likely received an email invitation with meeting access information. When the meeting time arrives, click on the link or enter the URL into your favorite web browser.

To join meeting click:
https://meet.gsa.gov/jbeck

2-The meeting login screen appears. If you do not have a username or password for the GSA Meeting Space account (this would be GSA SSO credentials), choose "Enter as a Guest", type in your first and last name, and click Enter Room.

3-A Terms of Use Notice will appear. Please review and select OK.

4-The meeting launches in your browser. If the meeting host has not yet arrived to the meeting, or meeting security requires the host to approve your attendance, you will be placed in a waiting room.

5-Once the meeting host accepts you into the meeting, the meeting room interface *appears.*

TIP: GSA Meeting Space only requires that you have an internet connection, a web browser, and Adobe Flash Player version 10.3 or greater to attend a web conference. GSA Meeting Space supports nearly any operating system including Windows, Macintosh, and Linux, as well as the most widely used browsers including Internet Explorer, Firefox, Safari, and Chrome. A free Adobe Connect Mobile application is available for iOS and Android via the App Store. GSA Meeting Space is an enterprise web conferencing solution for online meetings, eLearning and webinars. This Visual Quick Start Guide provides you with the basics on how to participate in an Adobe Connect meeting, virtual classroom, or webinar.
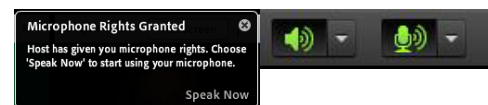
Meeting Audio

Option 1: Voice-over-IP

1 When this option is selected, you can hear meeting audio through your computer speakers. In a meeting, when an attendee is speaking using VoIP, you will see a microphone icon next to their name.
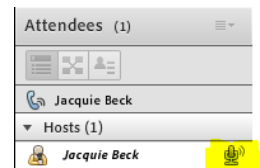
2 In some cases, meeting hosts may give you the ability to broadcast audio using VoIP. When this is the case, a dialog will alert you that you have the rights to use your microphone. Clicking the link will activate the microphone icon in the at the top of your screen.

Option 2: Integrated Telephony

1 If the meeting host has set up the room to use an integrated teleconference, then GSA Meeting Space will prompt participants to select how they would like to hear the audio. You can select to listen through your computer speakers if the host has enabled this, you can view the dial-in information, or you can have GSA Meeting Space dial-out to your telephone by entering your phone number and clicking Join. This dialog can also be launched by clicking the telephone icon at the top menu.

Tip: Always make sure the icons are green and animating, this ensures your microphone is working and you are broadcasting through the room.

Share webcam video

The meeting host may ask you to use your webcam to share video. When this is the case, a button enabling you to share your webcam will appear on the video pod. To share your camera, make sure your webcam is plugged in and click the Start My Webcam button. Adobe Flash may prompt you for permission. After granting permission, a webcam video preview appears. If you're happy with the preview, click to share your video with all participants. You can also click the webcam icon in the to access your webcam and preferences.
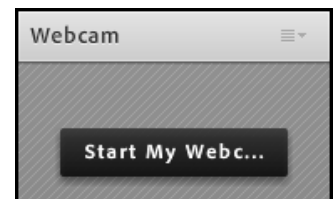
Change your status

Within a meeting, you can also change your status to provide feedback to the presenter and other attendees. To change your status, click the arrow on the dropdown list on the and select your desired status option. If you select an option above the line such as or, you status remains until you choose . If you choose an option below the line such as or , your status automatically clears itself after a number of seconds. When you set your status, an icon appears next to your name in the pod.

Chat

To send a message to everyone, simply type your message in the chat pod and hit enter or click the send icon. If the meeting host has enabled private chat, you can send messages to a specific attendee or group within the meeting. To do this, use the pod to hover over the name of the attendee you'd like to chat with, and select Start Private Chat. Alternatively, you can use the Pod Options menu in the top right hand corner of the pod to select an individual or group by clicking. Private chat messages show up in additional tabs to make it easy to distinguish between private and public chat. If the host is using a Q&A pod instead of a Chat pod, then all messages are moderated and private chat is not available.

Troubleshooting

Issue	Solution
I cannot get into the meeting.	If you are having trouble joining a meeting try the following: 1. Enter the meeting as a Guest user by entering in your First and Last Name in the Guest field. 2. Click the Help link on the Meeting Login page. This takes you to the Test Meeting Connection page where you can verify that your computer meets all necessary requirements. If you do not pass the test you will be given instructions for what you need to do. 3. Make sure popup blocking software is not blocking your meeting window. You may be using a proxy server. To resolve this in Internet Explorer, select Tools > Internet Options > Advanced tab. Then enable the setting Use HTTP 1.1 through proxy connections. After doing this, clear your cookies, close all browser windows and attempt to re-enter the meeting.
I cannot hear audio	Verify that your computer speakers are on and your computer's volume is at an audible level. Check to see if the meeting host has provided teleconference information. If this is the case, you need to dial in via telephone to hear meeting audio.
I have been granted rights to speak but no one can hear me.	If you are having trouble sharing your voice try the following tasks: 1. Make sure your computer microphone is not muted. 2. Run through the Audio Setup Wizard. To do this, select **Meeting > Audio Setup Wizard** . The wizard guides you through five steps in which your computer is tuned for optimal VoIP. 3. You may have elected to deny the Flash Player access to your computer's microphone. To verify this, right click in the meeting window and choose to view your Flash Player settings. In the dialog box, choose Allow.
The host is sharing their screen but it is fuzzy.	If you are having trouble seeing a hosts screen, try the following: 1. Click the **Fullscreen** button on the top-right of the Share pod. 2. View the full resolution by using the pod options menu in the top right hand corner of the pod to select: **Change View > Zoom In**