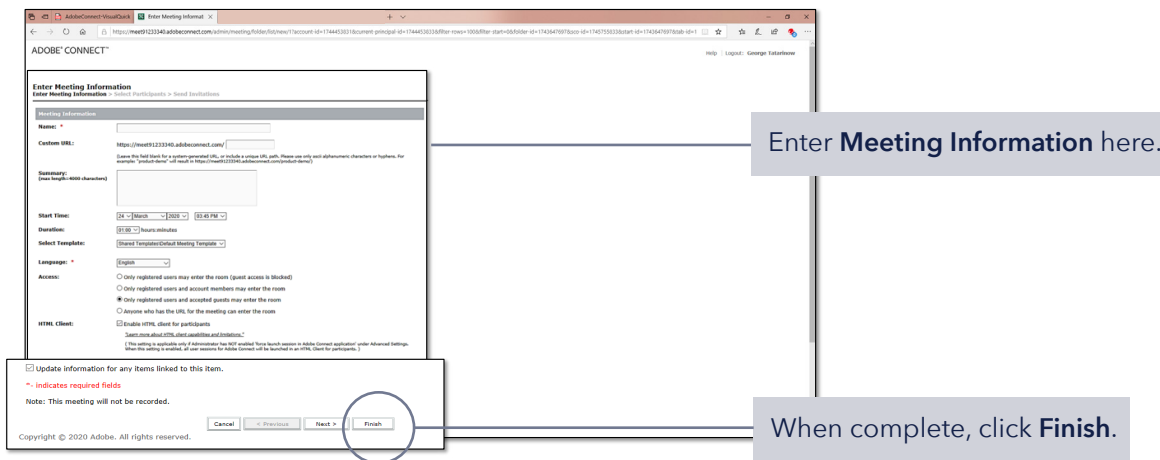


Visit the Virtual Medical Center to request an Adobe Connect account (<https://info.health.mil/army/VMC/Pages/Home.aspx>).



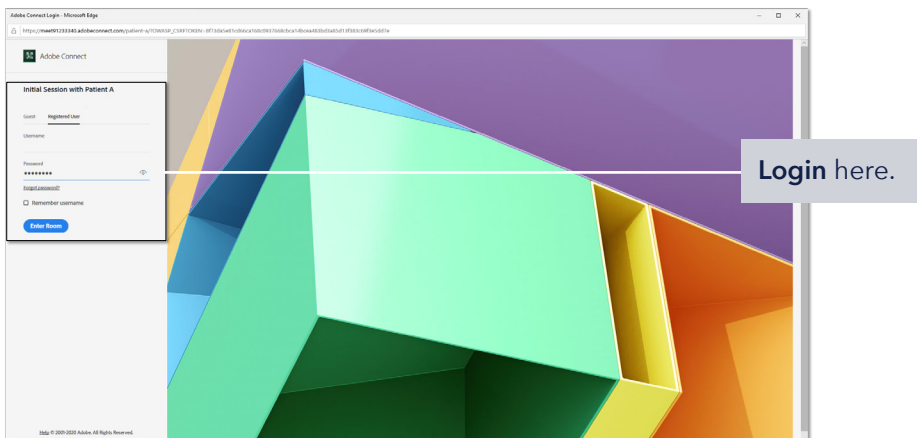
1. Create New Meeting

- Input correct session date and time
 - **Caution:** Once created, Meetings are persistent in your account. Be sure that no patient-specific information is left in the meeting room after your session. Remove the **Meeting** if it is no longer required.
- Don't use patient names in your **Meeting Information**. Avoid using any PII.
- Scroll to the bottom of the screen and click the **Finish** button when you've completed these tasks.
- After reviewing details of the meeting you've just created, click **Enter Meeting Room** button to begin.



2. Enter Meeting Room

- You will now see a **Login** screen.
- Select **Registered User** and type in your **Username** and **Password**, Then left-click the blue **Enter Room** button to proceed.
- **Note:** Your patients will login as **Guests**.



3. Check Your Audio Using Audio Set-up Wizard

- For best results, use a headset that includes a microphone and headphones for best audio quality.
- Before conducting your first patient session, arrange a practice with another member of your care team.

Continued.



4. Activate Your Webcam

- From either the **Camera Drop** down or the **Video Pod**, click **Start My Webcam**.
- You'll see a Preview of what you'll be broadcasting in your **Video Pod**.
- When you're ready, click **Start Sharing** in your **Video Pod**.



5. Invite Your Patient

- Your clinic's booking staff may provide you with standard emails to send to your patients to invite them to sessions. If not, in the **Menu Bar**, and click **Meeting, Manage Access & Entry**, make sure there is a checkmark next to **Block Incoming Attendees** and select **Invite Participants**.
- Adobe Connect will generate an e-mail message with the URL of the **Meeting Room** you created. Add relevant date and time information.
- The patient will be taken to a test page to help access Adobe Connect on computer or smartphone.
- The patient will then await your permission to enter the room.

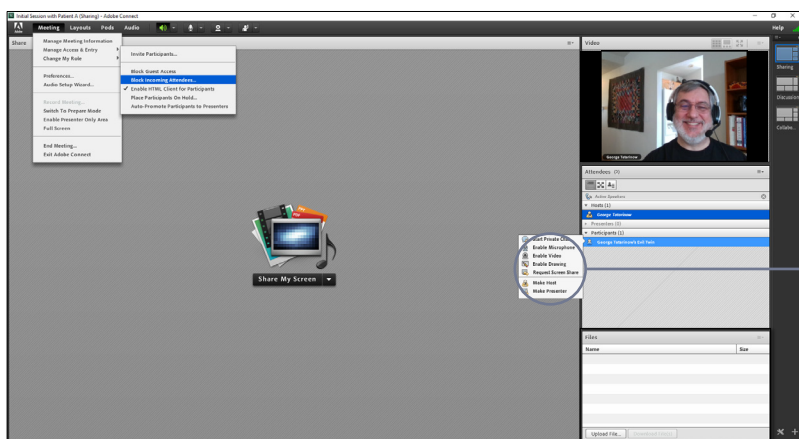


6. Bring Your Patient to the Session

- You will receive a notification that a patient is waiting to enter the meeting.

⚠ Before allowing access, ensure that you have cleared all information from your previous patients from the room (including the chat pod and notes section).

- Click the **Accept** button below to grant access to the session.
- Click on the patient's name and enable both **Microphone** and **Video**.
- You may set the room preferences to "Auto Enable" these features so that it is not necessary to do so for every patient.
- Begin your session.



Enable **Microphone** and **Video** here.



Tips

- At the beginning of each session, pan your Webcam to reassure your patients that you are alone, and request that they do the same.
- Be sure to check for any personally identifiable information in your meeting rooms before closing out a session.



More Resources

- Virtual Medical Center: <https://info.health.mil/army/VMC/Pages/Home.aspx>
- Adobe Connect Users Guide: <https://helpx.adobe.com/adobe-connect/using/user-guide.html>
- Adobe Connect Quick Reference Guide: <https://www.adobe.com/content/dam/acom/en/products/adobeconnect/pdfs/VQSG-Participants.pdf>
- Checking Your Current Settings (Meeting Test Link): <https://helpx.adobe.com/adobe-connect/using/connection-test-connect-meeting.html>