

# mtl.how/live Cheatsheet (Updated 2019\_08\_29)

## Download

1. Type in mtl.how/live in Chrome.
2. Under the "Guest" tab type in your name.

**Team PSD**

**VA** | **U.S. Department of Veterans Affairs**  
Veterans Health Administration  
Employee Education System

Guest   Registered User

Name  
*Type here*

By entering a Name & clicking "Enter Room", you agree that you have read and accept the [Terms of Use](#) & [Privacy Policy](#).

**Enter Room**

3. Click "Download Adobe Connect application". This will take <5 min and you only need to do it once.

Team PSD Did Not Open?

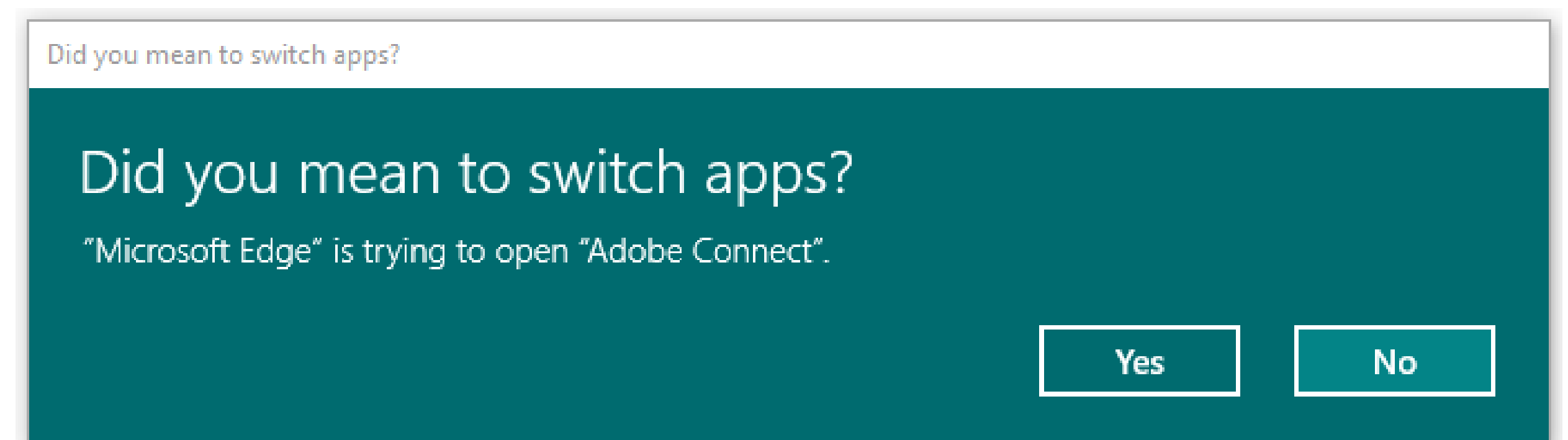
You need to install and join via Adobe Connect desktop application.

[Download Adobe Connect Application](#)

## Login

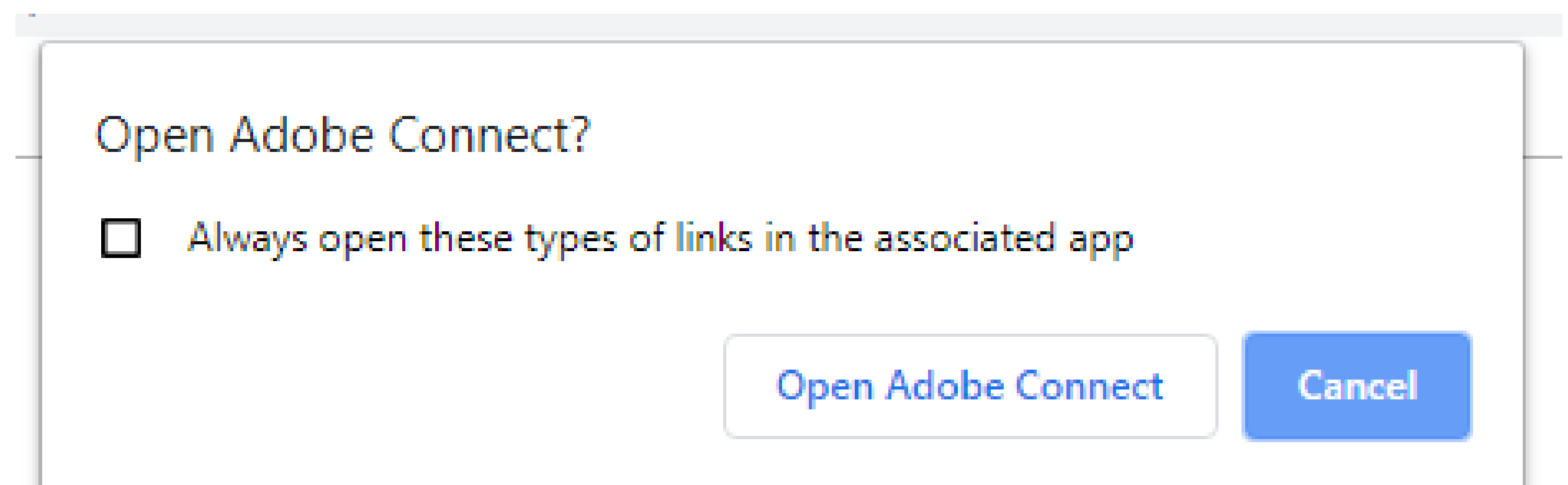
### Edge

1. Type in mtl.how/live.
2. Select "Yes" when prompted to switch apps. This will automatically open up the app.
3. Type in your name under the "Guest" tab.



### Chrome

1. Type in mtl.how/live.
2. Select "Open Adobe Connect" when prompted. This will automatically open up the app.
3. Type in your name under the "Guest" tab.

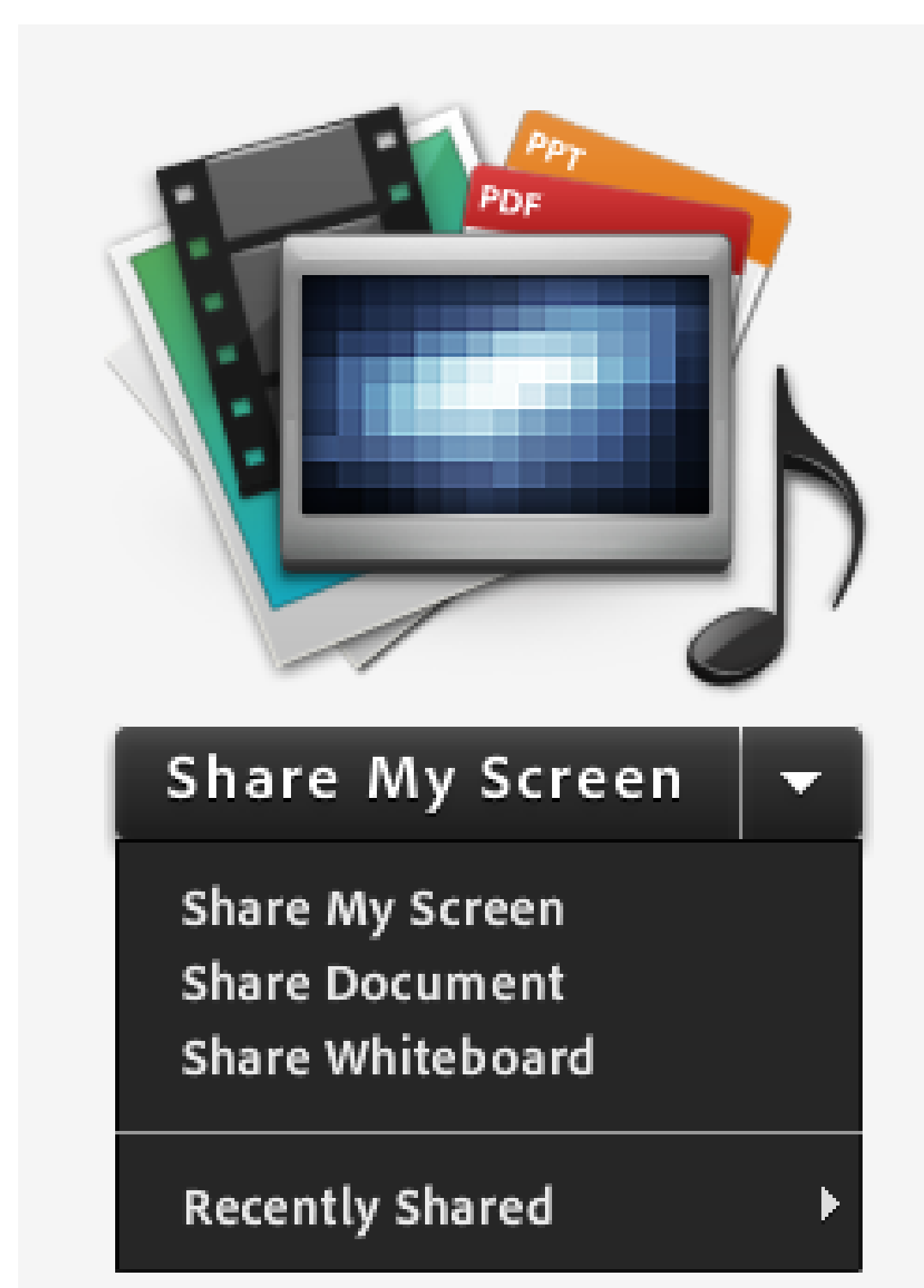


### Internet Explorer

1. Type in mtl.how/live.
2. Unlike Edge & Chrome, there is no pop-up. The app will open up directly.
3. Type in your name under the "Guest" tab.

## Screenshare

1. Host will promote you to "Presenter".
2. Select "Share My Screen" and then "Application" (instead of Windows) Share screens using "Applications" instead of "Windows." Make sure no PHI or sensitive information is open.
3. At the end of the session, return to the main page and select "Stop Sharing."



## Tips & Troubleshooting

1. If you cannot login or are getting kicked out, try using a different browser.
2. Open all Applications you need before sharing screen. Everytime you open a new Application, you have to stop sharing, re-select Applications, & share.
3. If a presenter's screen freezes, the host can force stop their screensharing.

