ALCON,

This document serves to announce the Corrosion Prevention and Control (CPAC) "Brown Bagger" Webinar session via Defense Collaboration Services (DCS).

The objective of the CPAC "Brown Bagger" Webinar sessions is to provide attendees across the Marine Corps with desk-top training on the use, functionality and application of the CPAC Program Management Database.

The CPAC "Brown Bagger" Webinar session will be held on **Thursday, 29 April 2021** and provided to support both CONUS and OCONUS attendees as indicated below:

(a) **CONUS Attendees:** The DCS meeting room will be available for log-in on **Thursday, 29 April 2021 at 1600 EST (1300 PST, 1000 Hawaii Time)** and is intended for East Coast, West Coast and Hawaii based CPAC activities. However, OCONUS attendees are welcomed to attend, but not required.

- Attendees should only connect to the webinar session by clicking on https://conference.apps.mil/webconf/USMCCPACBROWNBAGGER or copy and paste the link into their internet address bar. Request that attendees access the DCS meeting room 10 minutes prior to the scheduled start time and read the posted instructions.

- Attendees can also attend via teleconference by dialing (410) 874-6300 or DSN 312-874-6300 and use PIN: 581 611 438

(b) **OCONUS Support:** OCONUS units aboard Okinawa will be supported via monthly CPAC on-site training at the local III MEF MRTC facility. Training will be hosted by III MEF G-4 MMO CPAC Program representatives. It is intended that all USMC CPAC Program related activities (FSR, CRF, CST, etc…) shall provide key personnel for attendance.
- The III MEF G-4 MMO CPAC Program representative will coordinate date and times, and distribute invitations as needed.

NOTE:
** Attendees having trouble completing the DCS Login may need to exit the DCS browser window, then perform the "delete" browsing history within the "Internet Options/Network Properties" function. Lastly, there may be a need to "Clear SSL State" or certificates under the "content" tab of the "Internet Options/Network Properties" function via the Control Panel actions.

** Attendees will need to ensure that JAVA software/system applications are on the computer system used for attending and that the latest version is registered. This may require assistance from local ISC support personnel due to administrator rights being required.

** CAC attendees may encounter issues with their CAC credentials. If this occurs attendees should attempt to reconnect using the link above and select "Cancel" when the dialog box appears for credentials. Attendees can then log on as a guest. **

** Please use the instructions on the following pages when connecting and signing into the webinar session. **

USMC CORROSION PREVENTION AND CONTROL (CPAC)
BROWN BAGGER WEBINAR SESSION
CONNECTION INSTRUCTIONS

Use the instructions below to connect to the CPAC Brown Bagger Webinar session.

Attendees experiencing difficulty with the DCS application or the ability to access DCS should contact the DCS Support Desk using the information provided below and their supporting IT Help Desk.

DEFENSE COLLABORATION SERVICES

DCS WEB CONFERENCE 2.2

Look and Feel Overview:
- Transition to HTML5 brings a quicker, more robust user experience
- Unified user interface across desktop, laptop, and mobile devices

Web Conference 2.2 New Capabilities
- Leverages use of WebRTC capabilities integrated into HTML5-based web browsers for better audio/webcam quality   (e.g. Chrome & Firefox)
- Addition of Breakout rooms and shared notes
- Customizable settings for individual user preferences
- Mobile device accessibility (Google Chrome/Safari)

DCS Support:
If you are having trouble with any DCS service or need to report a spillage, please contact the Global Service Desk:
Email: (NIPR) *disa.gsd.apps@mail.mil* (SIPR) *disa.gsd.apps@mail.smil.mil*
Telephone: 1-844-347-2457 DSN: (301) 225-0000
Select Option 1 for DCS

** UPDATE ** PII and PHI are now allowed on the DCS system as long as the meeting is NOT recorded and NOT typed in the chat panel

WEB CONFERENCE 2.2 BEST PRACTICES

Audio/Microphones:
- When joining audio, ensure microphone is connected prior to the start of the meeting and unmute for the "echo" test
- If you receive a WebRTC failure, it is likely due to a local firewall issue or localized audio input misconfiguration. Contact your local IT Helpdesk to verify the latest DAMs/PPSMs have been applied
- Use ONLY HTML5 capable web browsers (e.g. Chrome or Firefox)

Presenter(s)/Pre-Meeting:
- Converting presentations to PDF prior to uploading may prevent formatting errors and long conversion times
- All presenters should upload all documents and polls prior to the start of the meeting
- Ensure application & data settings have been set accordingly within the meeting settings

Record and Playback:
- Meeting administrators / moderators will need to enable the session recording feature on the meeting reservation on the DCS Collaboration Portal (e.g. conference.apps.mil) to allow changes in the reservation

Visit the Help section on the DCS Collaboration Portal (e.g. conference.apps.mil) for more information on DCS WC 2.2

Security Disclaimer: DCS is not approved for recording of PII and PHI information as identified in NISTSP 800-53, DoD 5400.11-R Department of Defense Privacy Program and DoD 6025.18-R DoD Health Information Privacy Regulation. For further reference please review these documents along with the Privacy Act and Health Insurance Portability and Accountability Act Core training document created by Tricare.

1. CONNECTING TO DCS. Connect to the webinar session via the hyperlink that was provided in the webinar email invitation or the CPAC website announcement message. A teleconference phone number is provided below in case attendees are unable to connect to DCS or wish to follow along on the database or would like to use the phone instead of computer speakers.

- Attendees can dial (410) 874-6300 or DSN 312-874-6300 and use the PIN: 581 611 438

If you are connecting to DCS for the first time using a government CAC, you will be required to select a CAC certificate credential (See below screen shot).

If a CAC attendee encounters issues with their CAC credentials, they should close out and reconnect to the webinar session using the same hyperlink, but this time select "Cancel" when the dialog box below appears for credentials. Attendees will then proceed to log on as a guest (See Item 3 below):
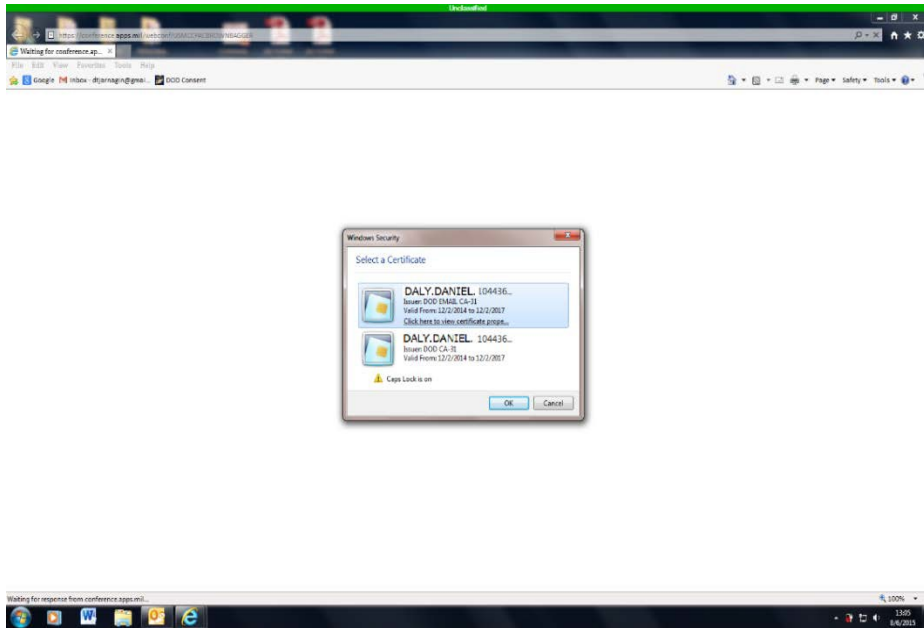
2. Once attendee has successfully passed the credential requirements, they will see the below US Department of Defense Warning Statement. Select "Accept" to proceed to the webinar conference registration.
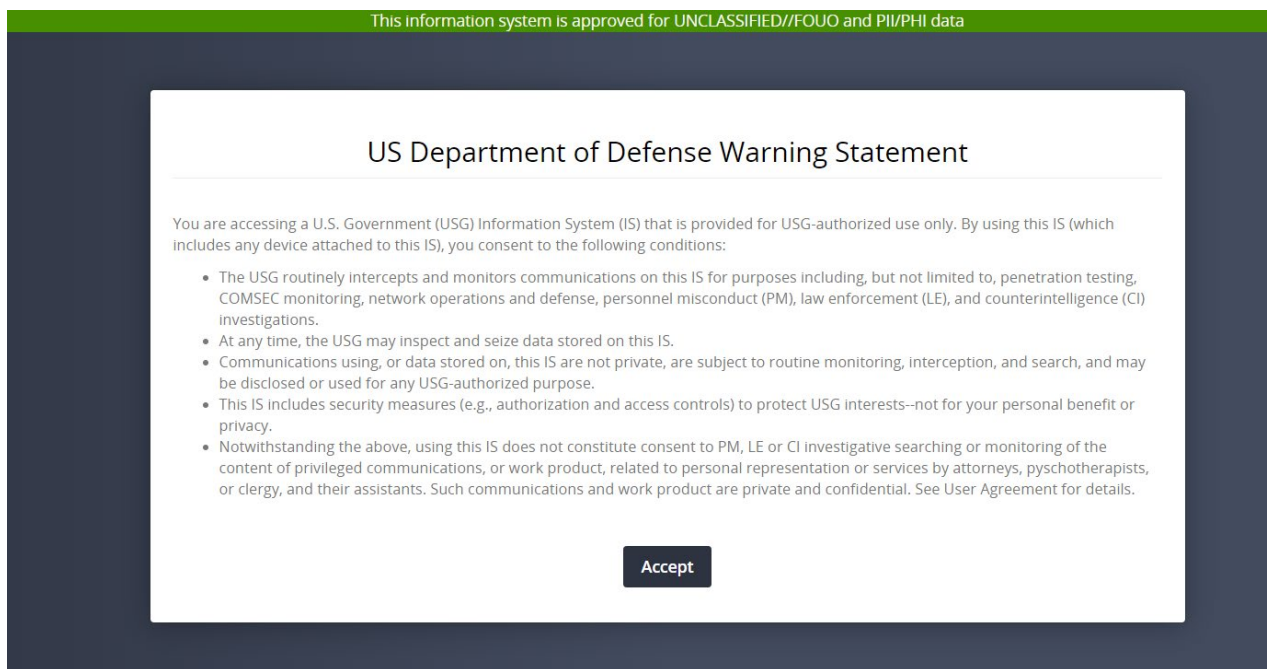
3. If attendee does not have an account previously established in DCS, they will join the web conference as a guest. Attendees will enter the requested information in the below screen in the following format:

Last Name, First Name: Rank and Organization (ex. Daly, Daniel: Sgt II MEF MMO)

DCS

Join the web conference: CPAC PMO Brown Bagger Webinar

The web conference associated with this reservation is currently: RUNNING

| 1 | 2 |

I don't have an account, I will join this web conference as a guest

First Name *

Last Name *

Organization *

Next

4. Once information is entered above, select the "Next" button. After selecting the "Next" button or if an account already exist, the below screen validating your "User Name" will appear.

DCS

Join the web conference: CPAC PMO Brown Bagger Webinar

The web conference associated with this reservation is currently: RUNNING
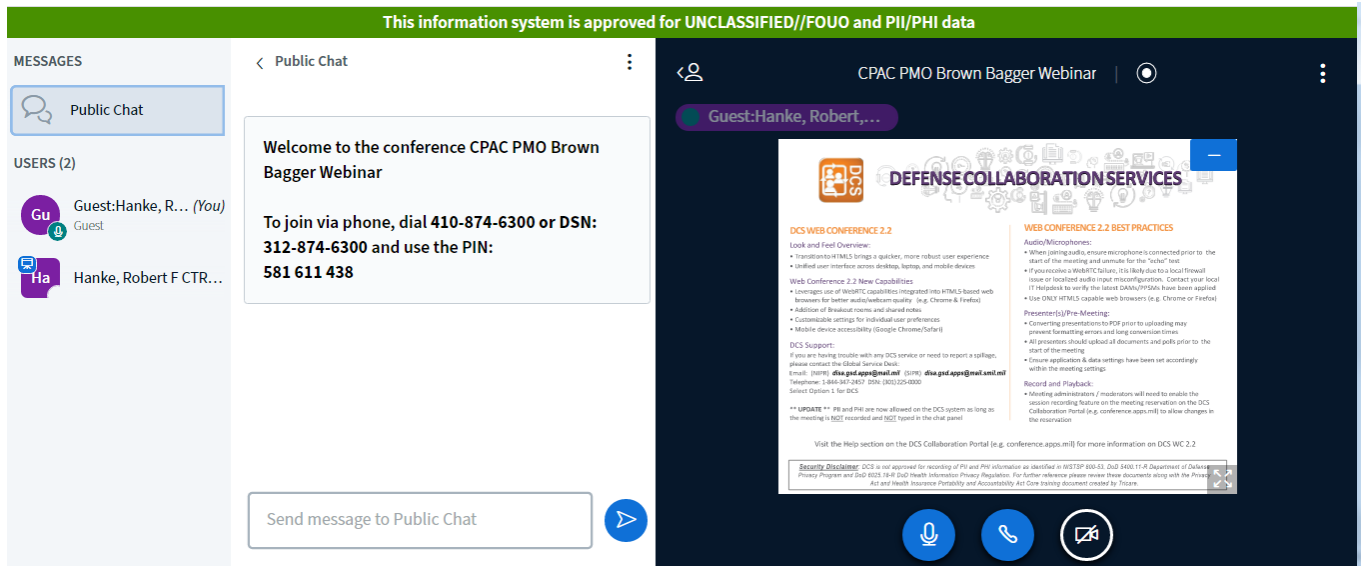
| ✓ | 2 |

Username *

Guest:Daly, Daniel, Sgt II MEF MMO

Join

5. Then select the "Join" button to proceed. The screen below will appear.

DCS

Please wait for a moderator to approve you joining the meeting

6. Once "connected to the server", the web conference room session will look similar to below screenshot.

Note: Within the web conference room displayed above, you can:

1) See your name listed under "Users" in the upper left corner of the screen,

2) Attendees are to mute any activated microphones – the session moderator will monitor. After each topic the moderator will solicit questions. At this time you can unmute your microphone and ask any questions.

3) Submit questions/comments by typing in the "Chat" box located in the center of the left corner and pressing the send button at any time during the presentation.

4) Monitor questions and comments presented by other Users throughout the webinar session,

5) Adjust screen modes (maximize/minimize) for viewing,
   - Attendees can adjust the presentation to full screen during the webinar by selecting the "four arrows" symbol at the bottom right corner of the slide window. To return to the default simply select escape. Note: In the full screen mode the "Chat' box is not visible.

7. Upon completion of the webinar, the moderator will close the web conference room and attendees will see the below screen. Attendees can close out of the webinar session window by selecting the red "X" box in the upper right hand corner to terminate the window browser.