**CRF-CPEST Teleconference**

**Attachment 1**

**Maryland Department of Health and Mental Hygiene**

**Center for Cancer Prevention and Control**

**Cigarette Restitution Fund (CRF) Program**

**Cancer Prevention, Education, Screening and Treatment Program (CPEST)**

**March 19, 2014**

**Listening to Audio Recordings of CRF CPEST Teleconferences**

1. Link to teleconference recordings at <http://phpa.dhmh.maryland.gov/cancer/SitePages/homemos.aspx>. Teleconference recordings can be found under the “Topic” heading where the corresponding HO Memo is located.

Example: December, 2013 teleconference file can be found under HO Memo 13-47

1. Click on link “Teleconference Audio Recording”.
2. A new tab will open in your browser. If you are not already signed into your Google account in your web browser, you will be prompted to enter your Maryland.gov email and password to log into Google\*\*. Otherwise, you will see red recording symbols corresponding to each teleconference recording.
	1. \*\*If you do not have a Google Account, you must create one to access Google Drive. Select “Create Account” underneath the login box and fill in the information. You can choose to use your current .gov email address by selecting “I Prefer to use my current email address” under the box for email.
	2. Once your account is created and you sign in, you will be notified that you need permission to view the file. Click “Request Access” and you will receive an email when your access is granted.
3. Click on the red symbol for the recording you wish to listen to. The full file name of the recording, including the date of the teleconference, will show if you hover your mouse over the symbol.
4. A new screen will open that says “We cannot play this audio file right now.” Select the button underneath that says “Download”.
5. A new screen will open that says the file is too large for Google to scan. Select the button “Download Anyway”.
6. You can then choose to open the file or save it to play later.