

GETTING CONNECTED

1. Ensure you are ready to connect to your event:

Test your computer and internet connection using the [Adobe Connect Diagnostic Test](#).

2. Join the Adobe Connect meeting room:

Enter the URL provided by your meeting host into your web browser (something like <http://idigbio.adobeconnect.com/test>).

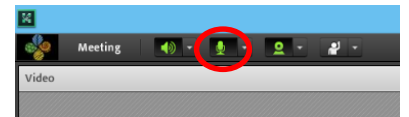
Select **Enter as Guest**, type your **First and Last Name**, and then click **Enter Room**.

If prompted, select **Using Microphone (Computer/Device)**, and then click **Join**.



3. Start your Audio:

If the host has enabled microphone rights for participants, you can enable your microphone by clicking the microphone/telephone icon so that it turns green. If there is a line through the green microphone/telephone icon, you are muted.



4. Start your Video:

If the host has enabled webcam rights for participants, you can enable your webcam by clicking the webcam icon so that it turns green. Then, click **Start Sharing** at the bottom of the video preview.



MEETING COURTESY

- Join the meeting early. Give yourself at least 5 minutes to get connected.
- Limit background noise by making sure you are in a quiet area and by silencing your mobile devices.
- Speak clearly and concisely.
- Mute yourself when you are not speaking.
- Behave as you would in a face-to-face meeting – be courteous, don't multitask, don't interrupt, watch your body language, etc.
- Minimize competition for your internet bandwidth and computer resources.

NEED HELP?

- Detailed instructions and troubleshooting steps are available on the [Web Conferencing wiki page](#).
- At any point during your meeting, you can type a message into the **Chat window** of Adobe Connect.
- You can also send an e-mail to help@idigbio.org

