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

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