

CONNECTING TO ADOBE CONNECT

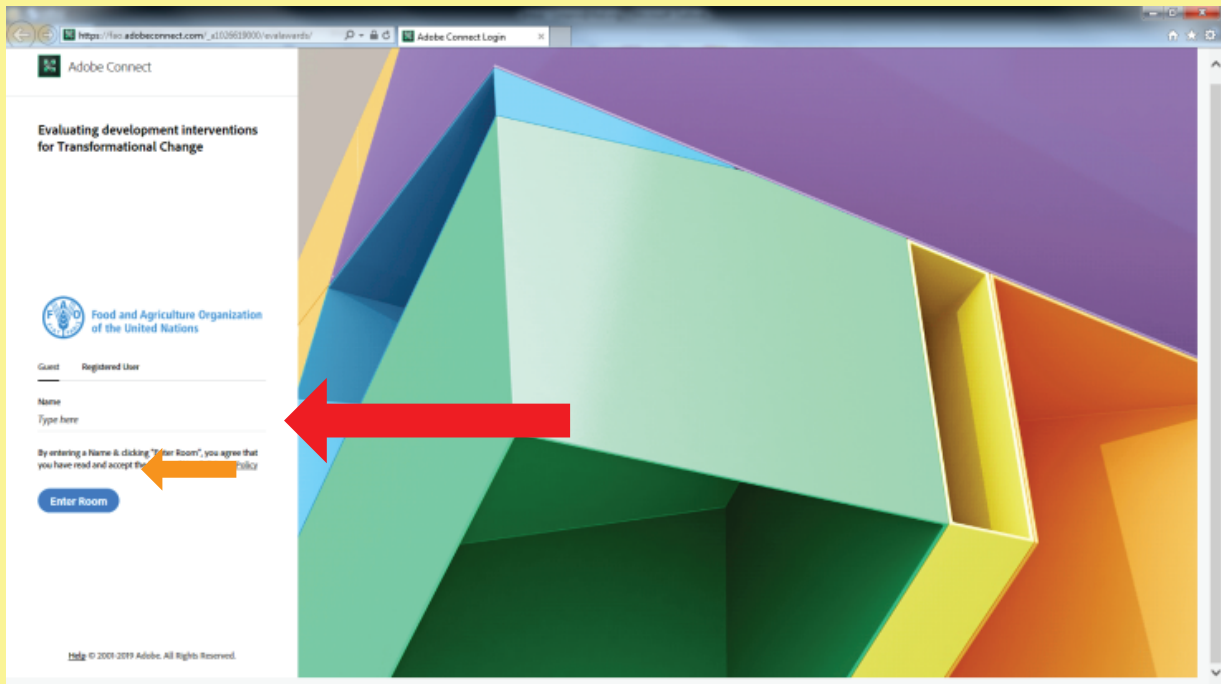
15 minutes prior to the start of the webinar, [click on this Adobe Connect link.](#)



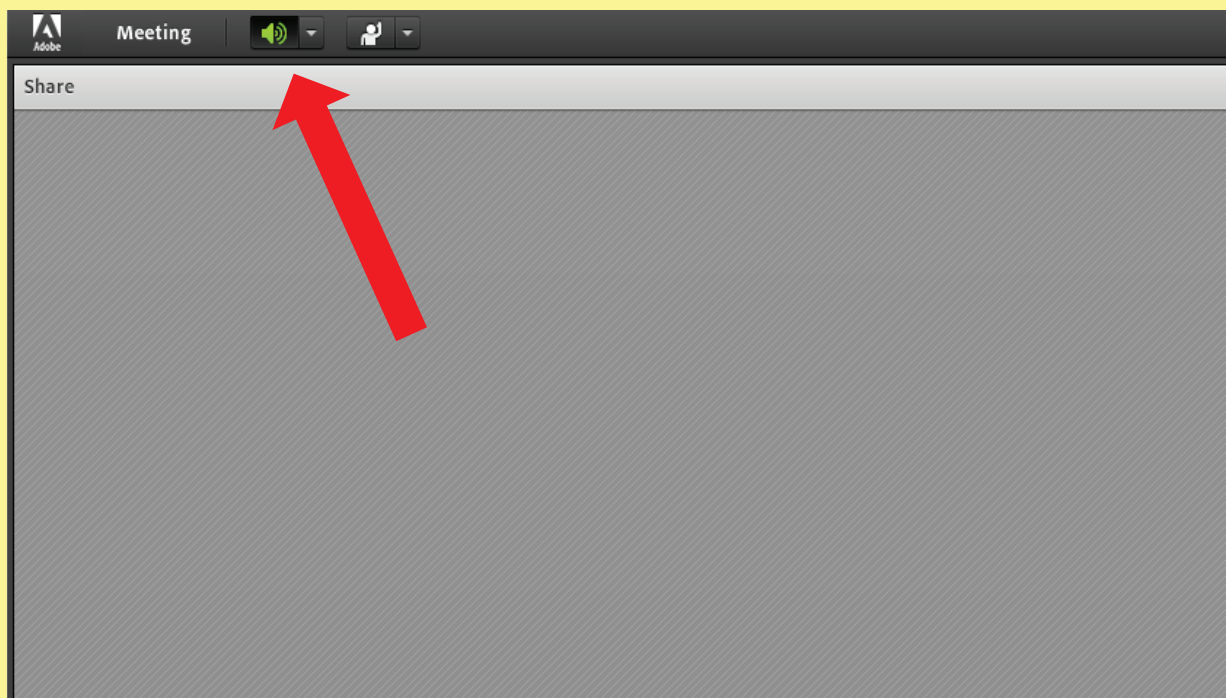
[Click here for a tutorial.](#)



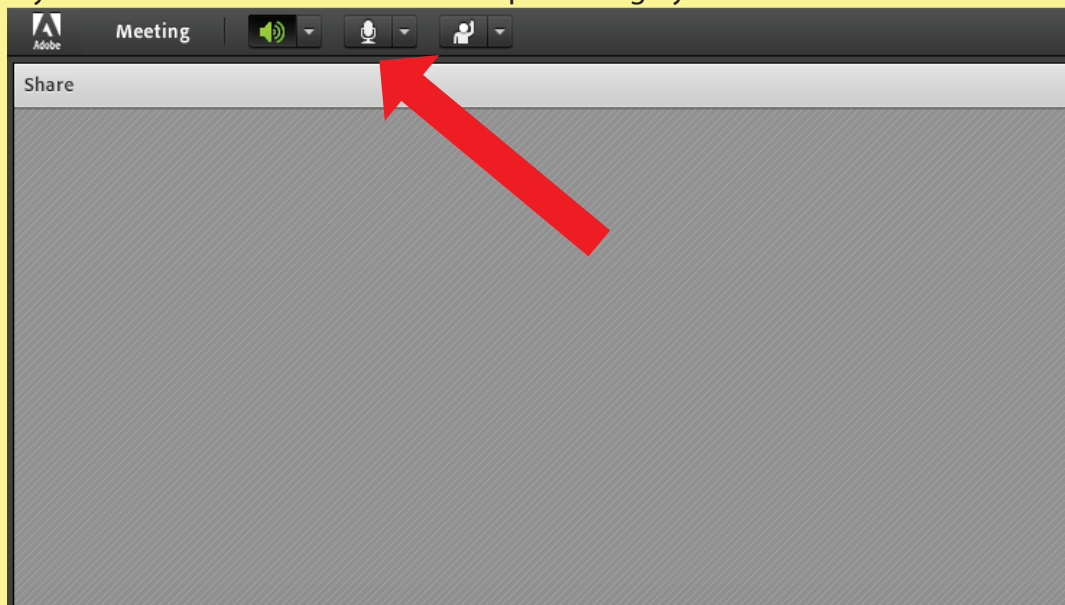
1. Enter your **name and surname** and click **Enter room**



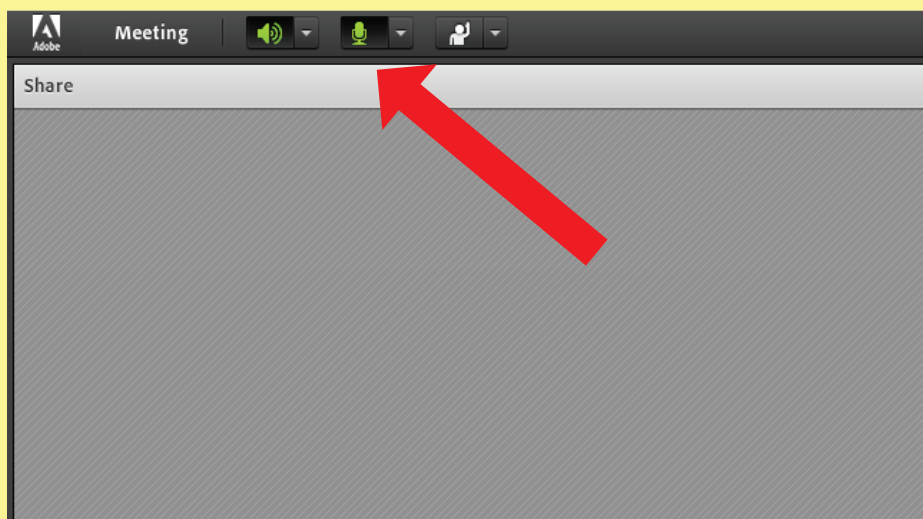
2. **To set up your audio:** The sound indicator showing in green, like the picture below, means that your speakers are set up and ready to hear the audio feed in the webinar. If you are NOT going to be using a microphone and corresponding during the webinar only via chat, then you are all set up. If you are going to use a microphone, please continue reading.



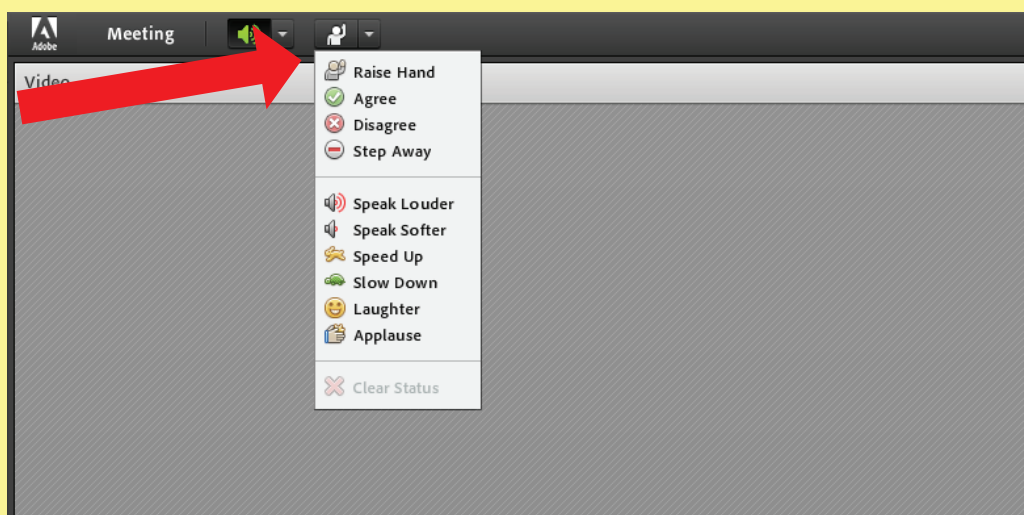
3. If the host of the meeting has set up your ability to use audio, your screen will probably look like the one below. The microphone is grayed out.



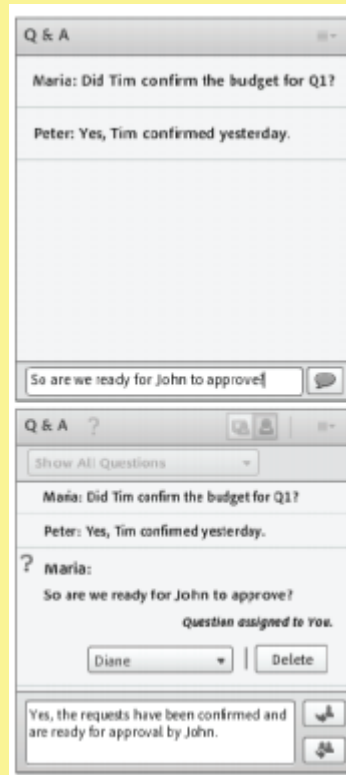
4. To activate your microphone, click on the button and it will turn green like the screen below. Your microphone is now live and your audio will be broadcast.



5. If you have questions or comments you can request speaking time by raising your hand in the meeting room. To "raise your hand" click the drop down menu next to the status icon at the top of the screen. You will find additional status icons in this dropdown menu.



6. Write and interact with the Presenters using the Q&A and the chat function



Congratulations!
you are in the meeting!

