

Tech Tips for Participants

Welcome to our *Meetings That Rock* virtual workshop series!

We look forward to sharing, connecting and learning with you over the next 6 weeks.

To help you get the most out of your online experience, please follow these simple tips for using Adobe Connect (AC).



Preparing for our online workshops:

- Check to see if your computer is ready to run Adobe Connect (AC). Please visit this website and run the diagnostics. You will need the latest version of Flash (free to download; AC will prompt you if you do not have it). http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm
- Please **double-check our meeting time in your time zone**, and try to **arrive at least 15 minutes ahead** of our scheduled meeting time. Unexpected technical issues are known to delay virtual meetings!
- Please ensure that you are connected to a stable internet connection for the duration of each workshop.
- Audio works best with a USB-port headset with built-in mic. A plug-in headset and separate mic also works.
- The mic can pick up background noises in your environment. Please try to be in a quiet area during the workshop, if possible. Muting your audio when you are not speaking can help others hear more clearly.

Logging in to Adobe Connect (read page 2 for detailed log-in instructions):

- Close other applications on your computer. This can help AC run more smoothly.
- AC is not very happy with the internet browser, Chrome. Try to use others such as Safari, Explorer or Firefox.
- Please be patient while Adobe Connect is loading on your computer. If you click on the link twice, you will appear in our meeting room twice!
- If you cannot connect to AC, check your internet connection, restart your internet browser or your computer, and log back in.

During our workshops:

- If you enter the meeting room later or leave early, that's okay! Please use the chat pod to indicate your arrival or departure. This is less disruptive than announcing it verbally.
- Since we have limited access to non-verbal cues, please say your name every time you speak (e.g. "This is Mari"). When you are finished speaking, please say so, so that others know that they can speak (e.g. "I'm done talking").
- The status button at the top bar of your screen allows you to raise your hand if you wish to speak, lower your hand, applause, etc.
- If you need to step away to use the washroom, take a call, etc., that's okay! Please use your status button to show the "step away" status. This way, you can slip away quietly and everyone knows not to worry about you.

Want to learn more?

Adobe Connect has many, many more functions!
We will learn the technology together over the course of the workshops.

You can also read Adobe Connect's Quick Start Guide for Participants:
<http://seminars.adobe.acrobat.com/vqs-participants/>

Lost your connection? Can't log in? Not to worry.

Please always have your log-in info with you so that you can easily log back in. If you have any questions about the technology, feel free to contact your workshop guides!

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Detailed Log-In Instructions for our meetings

To connect to Adobe Connect:

1. Use the web link* we send you to access the workshop.
2. Choose GUEST.
3. Type your first name only the way you would like for it to appear in the Attendee List (you do not need a password).
4. Click on “Enter Room”.
5. Be patient while Adobe Connect loads.

