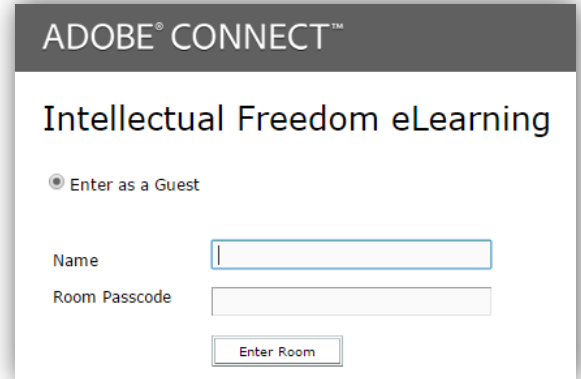# Using Adobe Connect for OIF Webinars

1. <u>Open the Meeting Room</u>
Click on the link in your email to get to the login in page.

2. <u>Enter as Guest</u>
On the login page, select "Enter as Guest" and type your first and last name into the "Name" field.

Type the Passcode provided in your email.

Click on the "Enter Room" button below the name field.

ADOBE® CONNECT™

Intellectual Freedom eLearning

○ Enter as a Guest

Name

Room Passcode

Enter Room

3. <u>Navigating the Meeting Room</u>
Once you are in the meeting room, there are a couple of features to note.

Audio Set-up Wizard
Go to the "Menu" section in the top tool bar and select "Audio Set-up Wizard" to test your sound. This will take you through a series of prompts that you should follow to make sure your sound is working properly.

Attendee List
Meeting attendees are listed on the right of your screen. Please notice you will see yourself as a participant.

Chat Box
The chat box can be used for communicating with presenters and other attendees by typing into the bottom field and selecting the "send" button that looks like a cartoon dialogue box. If you have any technical problems, you can reach your moderator through chat as well.

4. <u>Relax</u>
Now that you're in, set up and have working sound you can sit-back, relax and wait for the meeting to begin. If for some reason you lose sound during the presentation please let the hosts know in the chat box.

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