1. Join the Adobe Connect Meeting Room:

a. Copy the Adobe Connect room address provided by your host (something like http://idigbio.adobeconnect.com/test) into your web browser.
NOTE: iDigBio recommends using Firefox to minimize connection issues.
b. Select **Enter as Guest**, enter your name, and then click **Enter Room**.

2. Start your Audio:

a. Click the telephone icon at the top of Adobe Connect and select **Connect my Audio**.
NOTE: iDigBio recommends using headphones or a microphone headset to minimize the echo & feedback that most built-in laptop and pc speakers tend to generate.

b. If prompted, select **Using Computer**, and then click **Join**.

3. Start your Video:

a. Click the webcam icon at the top of the Adobe Connect window.

b. You will see a preview window showing your webcam. Click **Start Sharing** to stream your webcam to the other meeting attendees.

4. Other Tips

a. *Sharing your Screen:* Ask your meeting host to change the meeting into Sharing mode. Once this has been done, select **Share my Screen**, choose **Desktop**, and then click **Share**. All meeting attendees can now see your screen.
b. *Connecting by Telephone:* Most iDigBio meetings have an alternate dial-in teleconference number. If you plan to use the dial-in number, please coordinate with your meeting host to ensure this feature is enabled. Then, when entering the meeting room, you will be prompted to select which audio option you would like to use (i.e., telephone or computer).
c. *Requesting Support:* 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