Connect to a Meeting

Along with this set of instructions you will have received an Adobe Connect room web address which appears with http://sesync.adobeconnect.com/SOME_MEETING

1. **Join the Adobe Connect meeting room:**
   a. Please copy the adobe connect room address to your web browser
   b. Select 'Enter as Guest', enter your name, then click 'Enter Room'.
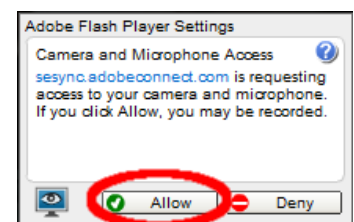   c. For best results, please use Firefox to connect to your meeting.

2. **Start your Audio**
   a. We ask that you use headphones and/or a microphone headset when connecting to minimize echo and feedback that most built-in laptop or pc speakers tend to generate.

   b. Click the telephone icon at the top of Adobe Connect and select 'Connect my Audio'.
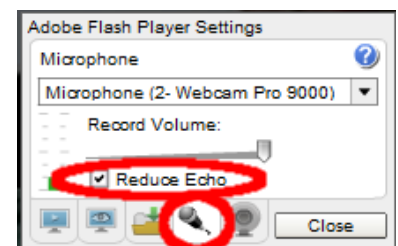
   c. Select the bottom option, 'Using Computer'.

   d. For best audio quality, please adjust your audio settings as follows:
      i. Right-click in the meeting area and select 'Settings'.
      ii. Click on the Microphone icon.
      iii. Make sure that the 'Reduce Echo' box is checked.

3. **Start your Video**
    a. Click the webcam icon at the top of the Adobe Connect window.

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

Other Tips

Share your Screen

In order for you to share your screen, your meeting host will have to change the meeting to Sharing mode. Once your host has done this, please follow the instructions below.

1. Select the 'Share my Screen' button in Adobe Connect. Choose 'desktop' and click 'Share'
2. Any remote individuals can now see your screen.

Can I use my Phone?

All SESYNC Conferences are backed by a teleconference number. You should have received the toll free number and conference code in your e-mail.

If you are dialing into a meeting, you must mute your computer speakers.

Requesting Support

At any point during your meeting, if you require support, please e-mail itrequests@sesync.org