

USING THE ADOBE CONNECT ROOM

There is always audio streaming in the Adobe Connect room, and the possibility to communicate during the conference call by typing into the Adobe Connect room chat.

However, there may be conference calls where you wish to communicate orally, in which case, there are several ways to do this, depending on the configuration of the Adobe Connect room.

IF A POP UP APPEARS WHEN YOU LOG INTO THE ADOBE CONNECT ROOM

- This pop up will give you the option to have the AC room dial to your preferred phone number. Just type in your contact phone number as prompted, and an automated call will make it to your phone. Press 1 when required and you will be entered into the call.
- If you want to join via the AC audio, choose the microphone option, this will activate your AC room microphone. Please remember to mute yourself by clicking on the microphone icon at the top of the toolbar
- If you want to listen and not take part orally, please choose the last option on the pop up, Listen Only. If during the call, you realize you do want to connect to the audio, and the pop up is no longer there, please click on the telephone icon at the top toolbar to make it reappear.

IF THERE IS NO POP UP WHEN YOU LOG INTO THE ADOBE CONNECT ROOM

- If you want to connect via your telephone, you need to refer to the calendar invitation of the call, retrieve the appropriate dial in number and communicate the call passcode orally to the operator.
- If you prefer to connect via the AC audio, please click on the telephone icon at the top of the tool bar and follow instructions. Your activation should only take a few seconds and will be complete when the telephone icon has become a microphone option. Please remember to mute your microphone by clicking on the microphone icon.

**If Adobe Connect is not functioning properly, please check your plug ins: <http://tinyurl.com/icannactest>

IF YOU CANNOT LOG INTO THE AC ROOM BUT WANT TO LISTEN TO THE CALL

Refer to the calendar invitation and retrieve the dial in detail there. If you need a dial out, please send an email with the title of the call, the time and date and your preferred contact phone number to: gns0-secs@icann.org

During the meeting, participants must ALWAYS have their microphone or telephone on MUTE as default setting.

You are requested to RAISE YOUR HAND if you wish to participate to avoid disruption.



Use this icon at the top of your Adobe Connect screen to raise your hand, lower your hand, agree or disagree. Please wait for the chairperson to call on you, and then be sure to un-mute your speaker so you can be heard. Please mute yourself again to avoid feedback and background noise.