

Instructions to participate in the KM4Dev Online Open Space on Adobe Connect

- To join the meeting, click on the event link here:
 - <http://bit.ly/km4dev-oos>
- When the meeting login screen appears, select **Enter as a Guest** and type in your **first and last name**, then click **Enter Room**.

KM4Dev Online Open Space

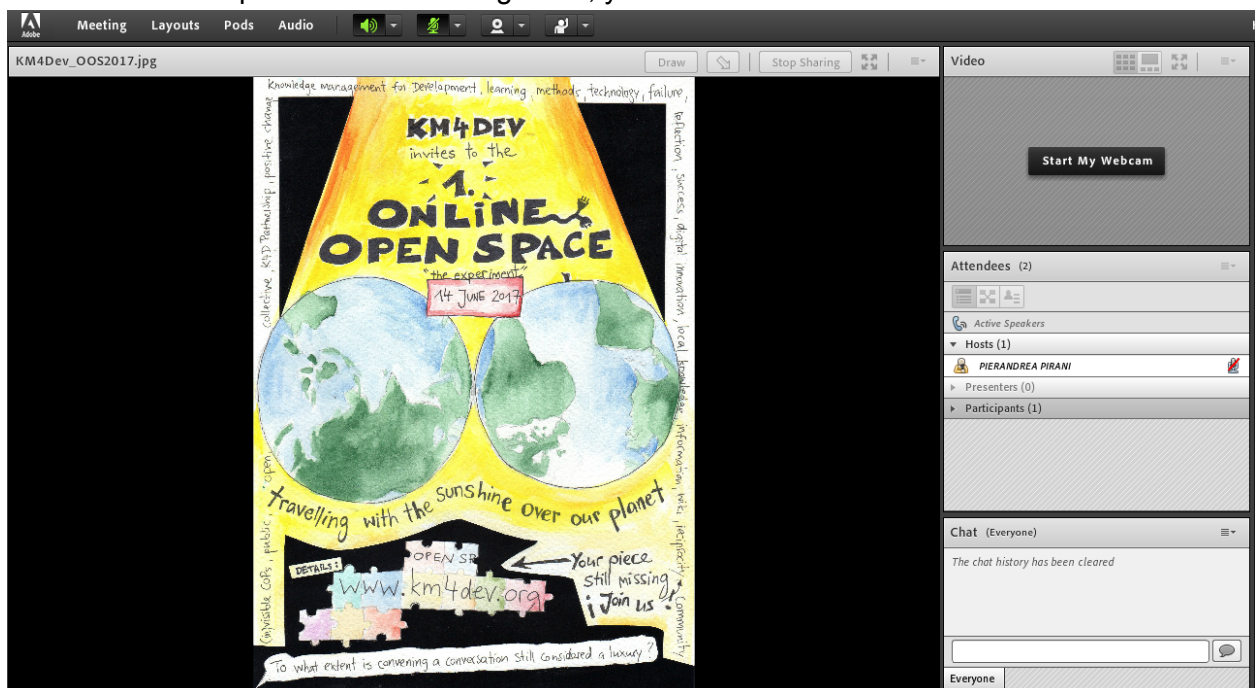
☒ Enter as a Guest

Name

By entering a Guest Name and clicking "Enter Room", you agree that you have read and accept the [Terms of Use](#) and [Privacy Policy](#)

Enter Room

- The **meeting room** opens in your web browser (Internet Explorer, or Firefox or Chrome). If the meeting host has not yet arrived to the meeting, you will be placed in a waiting room.
- Once accepted into the meeting room, you will see this window



- A welcome slide will be displayed in the **main content area**. The **list of attendees** and the **public chat** are on the right-end side of the screen.
- Make sure that your **speaker** is activated during the meeting, i.e. the speaker icon on the top menu is green . If this icon is white, please reactivate it by choosing “Unmute my speaker”. 

- **Set up and activate your microphone** by following these steps:

- (1) click at the microphone icon on the top menu ();
- (2) choose “Allow” when you see this pop-up:



After this, the microphone icon should turn green (i.e. activated).

Don't forget to mute your mic by clicking on it again after speaking.



- Make sure to use a headset to minimize background noise and improve the audio quality of the call.
- If you experience **technical issues**, use the chat box to **chat privately with the host** by putting your mouse at the host's name and choose “Start private chat”. If you experience any problems in connection, please email:
 - pier@euforicservices.com
 - pete@euforicservices.com

Additional info and resources

- Adobe introduction video: https://www.youtube.com/watch?v=Oyx_hutZtZA
- How to activate your mic: <https://www.youtube.com/watch?v=Z6l5hVoXpks>
- Troubleshooting Adobe issues in Google Chrome browser: <https://support.google.com/chrome/answer/142064?hl=en>
 - Especially the section on checking and updating the Flash add-in in Chrome
- Adobe Connect system test: http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm