

Please check-in **at least five minutes** before, so you can download and install Adobe Connect and test your microphone.

Guidelines:

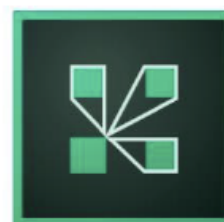
(1) Click the tag 'enter as guest', fill in your name and click 'enter room'. You don't need a login or password

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 with your login and password (Required for hosts, recommended for registered users)



[Help](#)

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(2) To activate your microphone: click on the **Meeting** button, then click on **Audio setup wizard** and follow the steps outlined.



It is recommended you use a headset during the meeting, to cut down on feedback noise from speakers and the surrounding area.

(3) To turn on your microphone/headset, click on the **Microphone** icon. The icon will be white when you enter the room and will turn green after you have allowed Adobe Connect access to your microphone and the host has granted you rights to the microphone.



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We advise you to **Mute** your microphone when you are not talking by clicking on the drop down menu next to the microphone icon at the top.

A slash will appear through the microphone when it is set on **Mute**.



Please make sure you only open the meeting in one location. A beeping sound can occur if the meeting room is open in your browser AND the Adobe Connect program on your computer.

Don't hesitate to contact us via: info@eapril.org should you have additional questions.