Adobe Connect Meeting Room – Instructions to Remote Participants

1. Entering the meeting room

Meeting room URL: http://itu.adobeconnect.com/wf12-ocp/

Enter as guest. Please give your name (and organization) as per the example below (Figure 1).

Figure 1
2. **Connection to meeting audio (to listen only - Remote Participant)**

*(Open the Join Teleconference menu)* **Please select:** *I’ll Listen on My Computer Speakers.* *(Figure 2)*

![Figure 2](image)

3. **Connection to meeting audio (to make an audio intervention - Remote Delegate)**

**Please open the Join Teleconference menu and select:** *Call My Phone.* *(Figure 3)*

![Figure 3](image)

*On the next screen, select your country and enter your phone number. Please ensure this is a fixed-line (landline) telephone number.* *(Figure 4)*

![Figure 4](image)

You should then shortly receive a call on the telephone number you entered connecting you to the teleconference. Remain on the line and follow the meeting audio through your telephone handset. Once you have made your intervention you may return to listening through your computer speakers by hanging up the call and following the instructions in **step 2**.
4. Requesting the floor (to make an audio intervention - Remote Delegate)

*Please select the *Raise Hand* menu option from status menu. You will then be contacted by the meeting organizers. (Figure 5)*

![Figure 5](image)

*Select Lower Hand once you have made your intervention or to cancel your floor request. (Figure 6)*

![Figure 6](image)
5. *Sharing your webcam (to make an audio/video intervention - Remote Delegate)*

While making your intervention you have the possibility to share your webcam. To do this, simply click on the *Start My Webcam* button above the video section. Please note this button will only be visible once you have been given the floor. (Figure 7)

![Figure 7](image)

*Please read the Adobe Flash message and click *Allow*. You will then be presented with a preview of your camera, this will not be visible to other participants. To begin sharing click *Start Sharing*. (Figure 8)*

![Figure 8](image)
Once you have made your intervention you can stop sharing your webcam by clicking the Stop My Webcam button. (Figure 9)