ADOBE CONNECT – GNSO Council Meetings

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| **Step 1**   **Log-into** http://icann.na3.acrobat.com/gnsocouncil/ |
| **Step 2**   **Enter as a Guest** |

Join a Meeting

1.   Click on the link above to join the meeting.

2.   The meeting login screen appears. If you do not have a Connect Pro username and password, choose Enter as a Guest, type in your first and last name, and click Enter Room.

3.   The meeting launches in your browser. If the meeting host has not yet arrived to the meeting or meeting security requires the host to approve your attendance, you will be placed into a waiting room.

4.   Once the meeting host accepts you into the meeting, the meeting room interface appears.

Change Your Status

Within a meeting, you can change your status to communicate with other meeting attendees. To change your status, open the Change Status menu and select the desired status option. If you select options above the line such as Raise Hand or Step Away, your status remains until you choose Clear My Status. If you choose an option below the line such as Speed Up or Applause, your status automatically
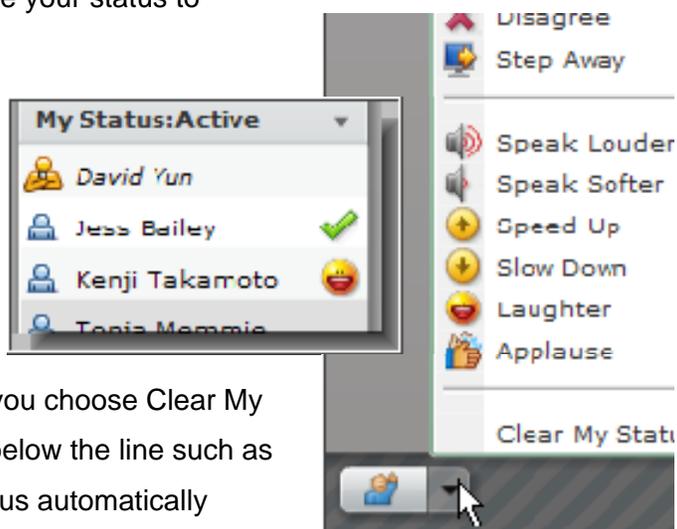
clears itself. When you set your status, an icon appears next to your name in the attendee list.

Tip: If you need to get up from your computer during the course of the meeting, change your status to Step Away. When you do this, an icon appears next to your name letting other attendees know that you are away.

Chat with Other Attendees

If the meeting host enables this feature, you can chat with other meeting attendees. To do this, simply type a message in the Chat Pod as you would in any instant messaging program. Then type Enter or click the Send Message button to send your message. You can choose to send your message to all attendees, just meeting hosts and presenters, or if the host enables this, to specific attendees.
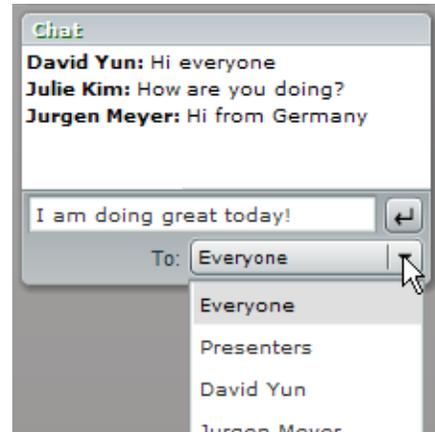
Further Information

For further information, please go to http://www.adobe.com/resources/acrobatconnect/