

# Quick Reference: Connecting from Home

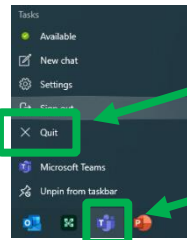
(Steps and screen-caps based on a **Chrome Browser** on a Windows 10 FDA laptop)

Visit the [SBIA Events Presenters' Resource Page](#) for more information

## STEP 1: Close Other Applications to Save Bandwidth & System Resources

To get the best audio quality during the broadcast, please **FULLY** exit *Teams*, *Zoom*, close unneeded browser tabs, and close any other applications that might use bandwidth or system resources.

**Teams** especially can conflict with Adobe Connect. To **FULLY** close Teams, **RIGHT-CLICK** on its taskbar icon and select "Quit".



2) Then click on "Quit"

1) **RIGHT-CLICK** on the Teams Icon in the Windows taskbar

## STEP 2: Enter to the **CORRECT** Adobe Connect Room as a Guest

Use the **Chrome or Edge browser**. Use the correct "super-secret backdoor" link to enter your room:

**\*\* IMPORTANT STEP: Use the link provided via email or calendar invite \*\***

If you have a calendar invitation for the event,  
there will be a link in it to the Adobe Connect room

If you do not have a calendar invitation,  
look for an email from [jeffk@csolved.com](mailto:jeffk@csolved.com) with the link

**Be Patient – FDA laptops sometime load Adobe Connect slowly**

Then you will see the login screen on the left side of the screen:

Use "Join as guest"

and

Type "AA-" and your Full Name in the "Name" field

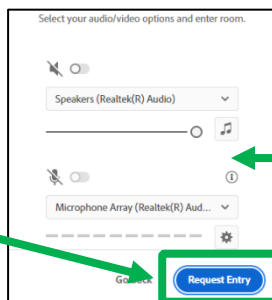
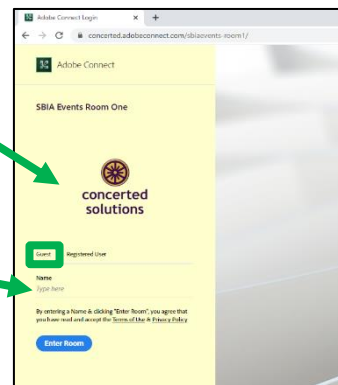
(this makes it easier for us to find you later...)

**IMPORTANT:** If you see an "Update Application" message from Adobe Connect, click "Not Now".

You will see a dialog box that lets you choose your Speakers and Microphone.

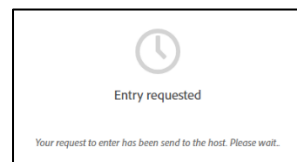
Click "Request Entry"

**BE PATIENT – FDA laptops may take up to one minute** to render the Adobe Connect room.



**CONFIRM that the Speakers and Microphone you want to use are the ones selected!!**

You will then see this screen while you wait for one of the Hosts to let you into the room:

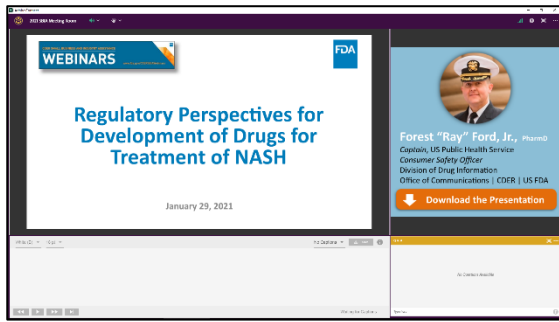


**Stuck here for a LONG time?** Email [jeffk@csolved.com](mailto:jeffk@csolved.com)

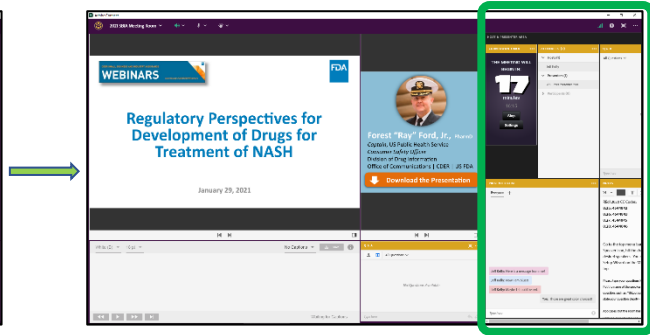
Once someone lets you in, you will go onto Step 3...

### STEP 3: Convert from “Participant” to “Presenter” view and Connect Microphone

When the Host lets you in, you will be in “Participant” mode. **You will stay there until your session begins.** Then the Host will promote you to “Presenter” view. It will look *something* like this:



Adobe Connect Room in Participant View

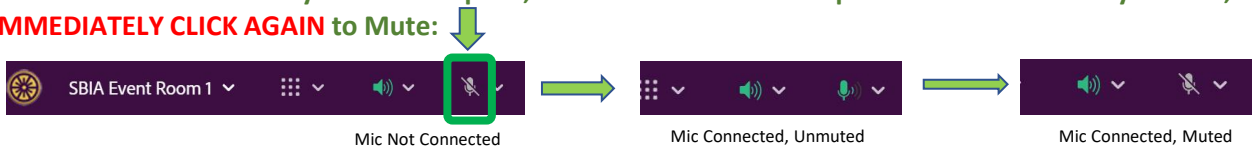


Adobe Connect Room in Presenter View

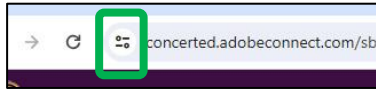
Presenters Only Area

Once in Presenter view, you will see a *Microphone* icon at the top of Adobe Connect:

About 10 minutes before you need to speak, click on the White Microphone Icon to Connect your Mic, then **IMMEDIATELY CLICK AGAIN** to Mute:



If you get an error that your browser needs Mic Access Rights, Click on the Icon to the Left of the Page Address:

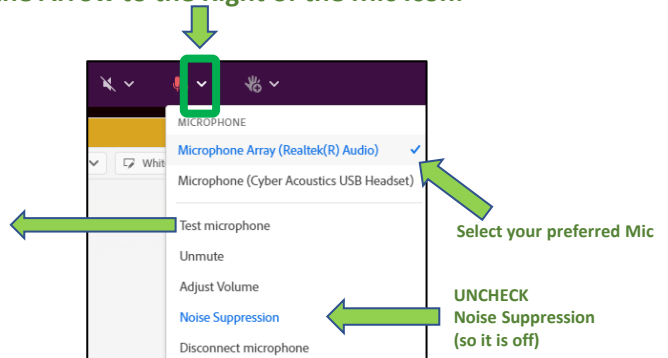
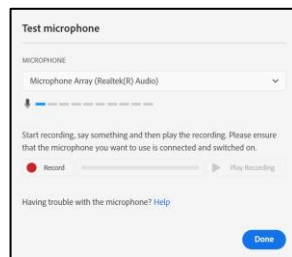


And then use “Site Settings” to grant “Microphone” rights to this site.

If you need to adjust your Microphone settings, Click on the Arrow to the Right of the Mic Icon:



Once your microphone is connected, you can use the “Test Microphone” choice on the pop-up menu to test your Microphone on your own. (The rest of the world will NOT hear your test.)



### OPTIONAL: Control Your Slides if You Are Presenting Live

If you are presenting live (instead of pre-recording), your slides will be uploaded to Adobe Connect and you will control your slides in Adobe Connect

To advance your slides (or bullets), Click on the *Forward* and *Backward* buttons at the bottom center, below your slides:



You can also use the spacebar on your keyboard to move *forward* through the slides (or bullets).

If you encounter any issues, just ask the Host for assistance. In a worst-case scenario, you may ask the Host to advance your slides for you (“next slide, please”).

**When you complete your presentation and Q&A, the Host will return you to “Participant” view.**

**NEED URGENT HELP?:** During the broadcast, you can dial into the “backstage” tech call at (301) 715-8592, Meeting ID: 618 653 1013