Adobe Connect Overview

❑ Adobe Connect Quick Start Guide for Participant

Before attending an Adobe Connect meeting

1. It is recommended that you test your computer prior to attending a meeting. You can do this by going to http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm

2. The Connection Test checks your computer to make sure all system requirements are met. If you pass the first three steps of the test, then you are ready to participate in a meeting.

3. If you do not pass the test, perform the suggested actions and run the test again.

Adobe Connect Audio

1. By activating your computer microphone via the Adobe room. (Using a headset is preferable here)

- Make sure your microphone is <u>not</u> on mute.
- Select the TELEPHONE ICON at the top of the AC toolbar and choose CONNECT MY AUDIO (only option).
- Select USING COMPUTER twice
- Select ALLOW access to the ICANN adobe room
- The TELEPHONE ICON at the top of the toolbar should then have changed into a MICROPHONE ICON
- You may click on this MICROPHONE ICON to mute yourself (Icon will then have a line through it) and to unmute yourself (Line disappears)

2. By dialing into the audio bridge, with the usual numbers and passcodes found on the email invitations

ALWAYS have your microphone/telephone on MUTE as default setting.

Adobe Connect Features

Chat:

- To send a message to everyone, simply type your message in the chat pod and hit enter or click the send icon.

- If the meeting host has enabled private chat, you can send messages to a specific attendee or group within the meeting. To do this, use the **Attendees** pod to hover over the name of the attendee you'd like to chat with, and select Start Private Chat.

- Private chat messages show up in additional tabs to make it easy to distinguish between private and public chat.

Adobe Connect Features

Change your status Within a meeting

- Within a meeting you can also change your status to provide feedback to the presenter and other attendees.

- To change your status, click the arrow on the Status Options dropdown list on the Application Bar and select your desired status option.

- If you select an option above the line such as Agree or Step Away, you status remains until you choose Clear Status. If you choose an option below the line such as Speed Up or Applause, your status automatically clears itself after a number of seconds.

- When you set your status, an icon appears next to your name in the Attendees pod.

ICANN EXPECTED STANDARDS OF BEHAVIOR

Those who take part in ICANN's multistakeholder process, including Board, staff and all those involved in Supporting Organization and Advisory Committee councils, undertake to:

Act in accordance with ICANN's Bylaws. In particular, participants undertake to act within the mission of ICANN and in the spirit of the values contained in the Bylaws.

Adhere to ICANN's conflict of interest policies.

Treat all members of the ICANN community equally, irrespective of nationality, gender, racial or ethnic origin, religion or beliefs, disability, age or sexual orientation; members of the ICANN community should treat each other with civility both face-to-face and online.

Respect all members of the ICANN community equally and behave according to professional standards and demonstrate appropriate behavior. ICANN strives to create and maintain an environment in which people of many different backgrounds and cultures are treated with dignity, decency and respect. Specifically, participants in the ICANN process must not engage in any type of harassment. Generally, harassment is considered unwelcome hostile or intimidating behavior – in particular, speech or behavior that is sexually aggressive or intimidates based on attributes such as race, gender, ethnicity, religion, age, color, national origin, ancestry, disability or medical condition, sexual orientation or gender identity.

Protect the organization's assets and ensure their efficient and effective use.

Act fairly and in good faith with other participants in the ICANN process.

Conduct themselves in accordance with ICANN policies.

Support the maintenance of robust mechanisms for public input, accountability, and transparency so as to ensure that policy development and decision-making processes will reflect the public interest and be accountable to all stakeholders.

Listen to the views of all stakeholders when considering policy issues. ICANN is a unique multistakeholder environment. Those who take part in the ICANN process must acknowledge the importance of all stakeholders and seek to understand their points of view.

Work to build consensus with other stakeholders in order to find solutions to the issues that fall within the areas of ICANN's responsibility. The ICANN model is based on a bottom-up, consensus-driven approach to policy development. Those who take part in the ICANN process must take responsibility for ensuring the success of the model by trying to build consensus with other participants.

Promote ethical and responsible behavior. Ethics and integrity are essential, and ICANN expects all stakeholders to behave in a responsible and principled way.

Facilitate transparency and openness when participating in policy development and decision-making processes.

Act in a reasonable, objective and informed manner when participating in policy development and decision-making processes. This includes regularly attending all scheduled meetings and exercising independent judgment based solely on what is in the overall best interest of Internet users and the stability and security of the Internet's system of unique identifiers, irrespective of personal interests and the interests of the entity to which individuals might owe their appointment.