

## Adobe Connect Best Practices & Etiquette

### Prior to the Meeting:

- Always run “Audio Setup Wizard” under the “Meeting” tab to ensure your sound and video are working.
- Always “arrive” in the room at least 15 minutes before the meeting starts to make sure you are “ready to go” when the meeting starts.
- Try to be in a well-lit room when you are using your webcam.
- Turn off radios, alarms, cell phones, and other distracting sources of noise.
- Use a Headset if possible to ensure quality audio sound (for listening and speaking).

### During the Meeting:

- Leave your microphone on “mute” (line through your microphone picture) unless you are talking. Having one microphone on at a time ensures better sound quality overall.
- Put up your hand (emoticon) if you have a question or type it in the chat box if you don’t have audio. If you have your webcam on, feel free to physically raise your hand.
- Wait for the planned question time to raise questions.
- Pay attention to the presenter and refrain from multi-tasking during the meeting.
- Use the “emoticons” in the “My Status” list in the Attendee pod to give feedback to the presenters regarding pace, approval, audio volume, etc.
- Remember that if the meeting is being recorded, anything that you say or type in the chat box will also be included in the recording.
- Engage and participate in the meeting.
- If you need to step away, use the “step away” icon.

### At the End of the Meeting:

- Inform host if/when you are leaving the meeting.
- Say “goodbye” to other participants, if appropriate, by typing in the chat box or saying goodbye on your microphone.