

How to Participate in the STD Conference

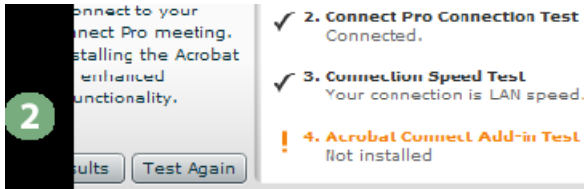
“Which Tests are Best?”

(an Acrobat Connect Pro Meeting)

Pre-Conference: Test Your Computer

1. It is recommended that you test your computer prior to attending a meeting. You can do this by going to

https://admin.adobe.acrobat.com/common/help/en/support/meeting_test.htm.



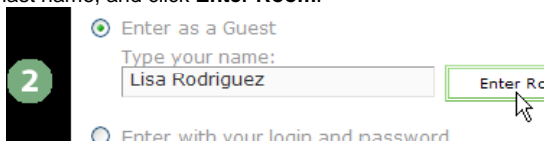
2. The **Connection Test** checks your computer to make sure all system requirements are met. If you pass the first three steps of the test, then you are ready to participate in a meeting.

Tip: The fourth step of the **Connection Test** is NOT necessary for your participation in this conference.

3. If you do not pass the **Connection Test**, perform the suggested actions and run the test again. If you still do not pass, please contact your IT staff for assistance.

Joining the Conference

1. Click on the link or enter the URL into your favorite web browser.
2. The meeting login screen appears. Choose **Enter as a Guest**, type in your first and last name, and click **Enter Room**.



3. The meeting launches in your browser.

Using the Chat Window to Ask Questions

1. Questions can be submitted during the presentations using the Chat Window. 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. In the drop-down menu, **To:** should be set to “Everyone” or to “Presenters”

