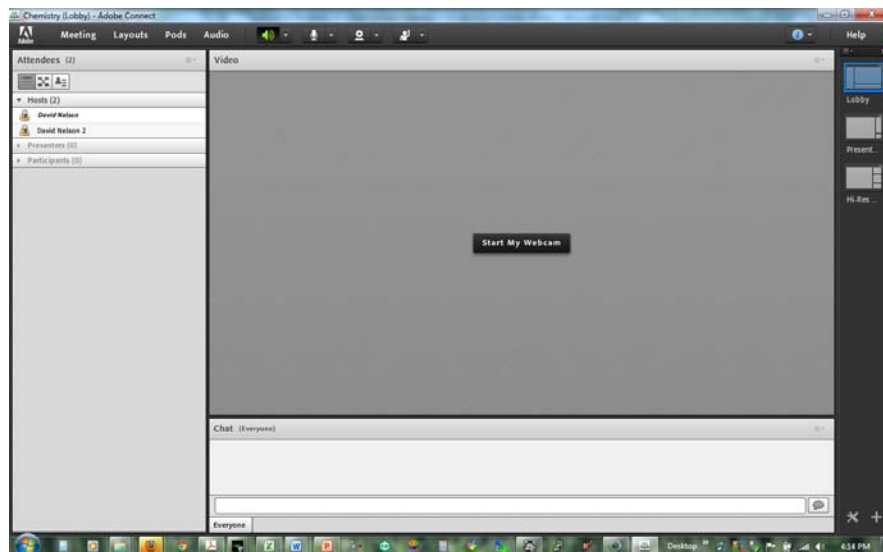


**UNL Chemistry Department virtual meeting room instructions.** Use your browser (firefox, internet explorer, safari, etc) to go to:

<http://connect.unl.edu/chemistry>

Enter as a guest (using your name) and wait for us to accept your request to join the meeting; it may take several minutes. Note – You will be asked for permission multiple times to install the adobe connect addon and camera and voice. This is normal and you must grant permission to proceed. Upon entering the room you should see this:



This is the main sign-in page that we will stay in to establish audio and video. This page also has a chat box on it as a last resort for communication. If you lose your connection or the program becomes unresponsive, close the window and come back in with a new meeting room window.

## AUDIO and VIDEO

To activate your camera, click the “Start my webcam” button or the webcam button at the top of the screen (click allow, and when you see your camera feed, click “start sharing” on the

To activate your microphone, click on microphone icon (click to allow). When the microphone is green, you are transmitting your sound. Due to differences in self-cancelling technologies, you may be asked to mute your microphone when other sites are talking, as there

microphone on to talk (green), and click to turn it off (white). The speakers stay on the entire time.

At this point we should have satisfactory audio and video. From this point forward, hit only the buttons mentioned – Please do not attempt to resize or minimize windows, as this action changes everyone’s screen.



see your image. the

sound.

there click the

again on the

## Troubleshooting Audio and Video:

From the “Meeting” Tab on the top bar, mouse down to the “Audio Setup wizard”

NOTE: you will not have as many options under meeting tab as is shown here.

For video problems, click on the webcam icon and hopefully the correct feed can be chosen.

