

1. Compatible computers platform. Basic requirements

Win7/8 or Mac OS X (10.7.4+) both with Adobe® Flash® Player 11.2+

When connecting, the system will ask you to install what is needed.

2. Where to download the software

No software to download, just an internet link to join de videoconference

<https://meet21186332.adobeconnect.com/riboclub/>

3. How to connect your computer to the projector

As usual for a local presentation, through HDMI or VGA ports

4. Needed equipment

A computer with internet connection, a microphone, speakers and projector for larger presentations.

5. Optional equipment

Wifi microphone or long wired microphone for questions, webcam. For big classrooms ask your IT team in order to get it working.

6. Login process

Just go through <https://meet21186332.adobeconnect.com/riboclub/>

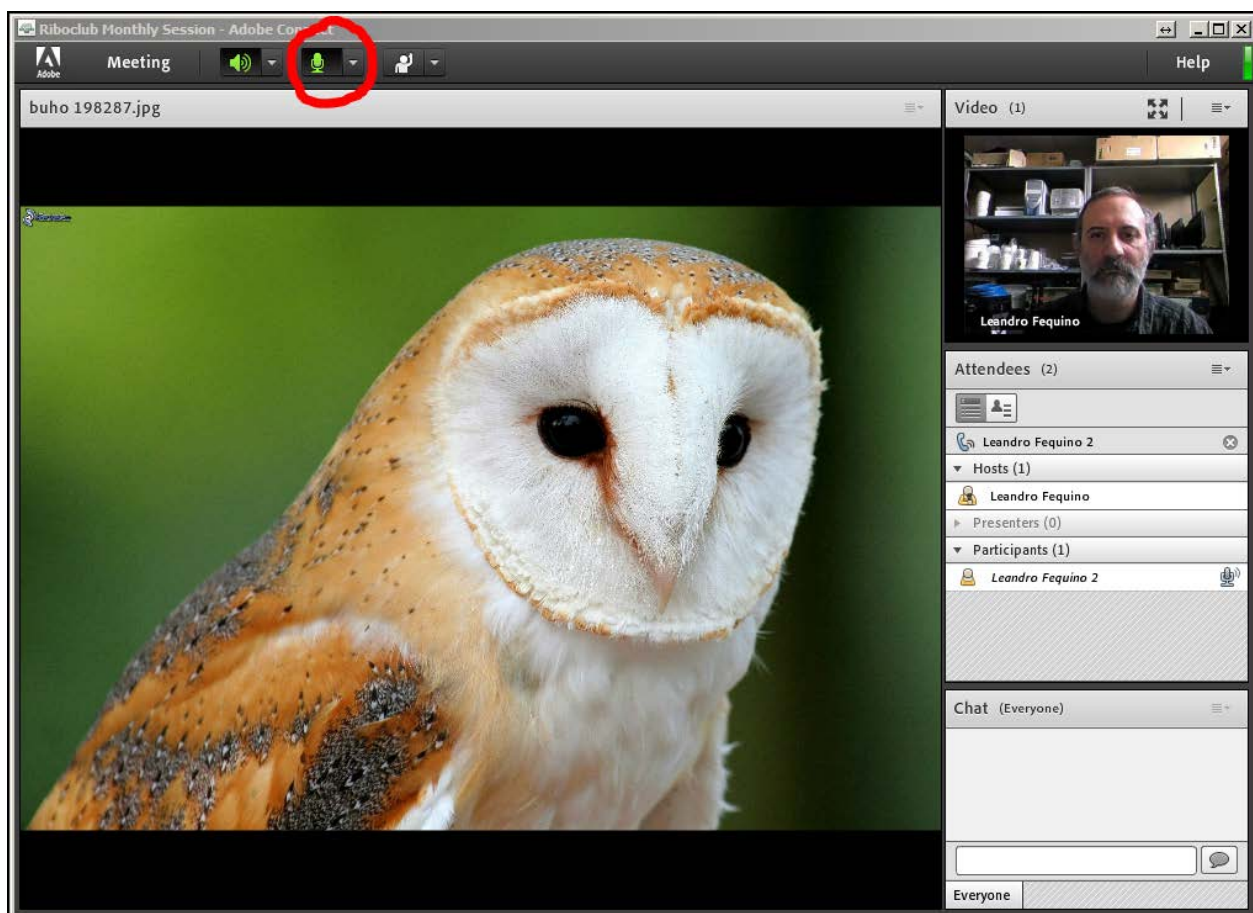
Login as guest typing your **lab name**.

7. How to listen

On your built-in speakers or an attached speaker system (sound card or USB console). For big classrooms ask your IT team in order to get it working.

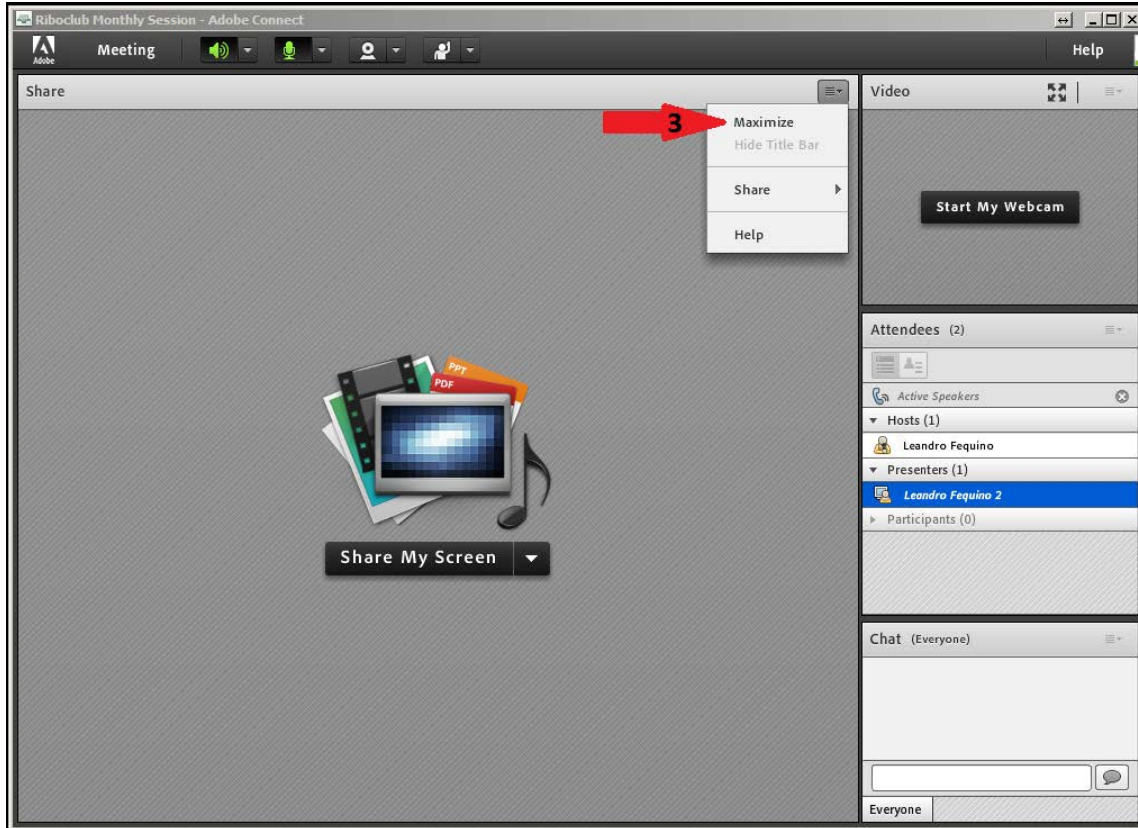
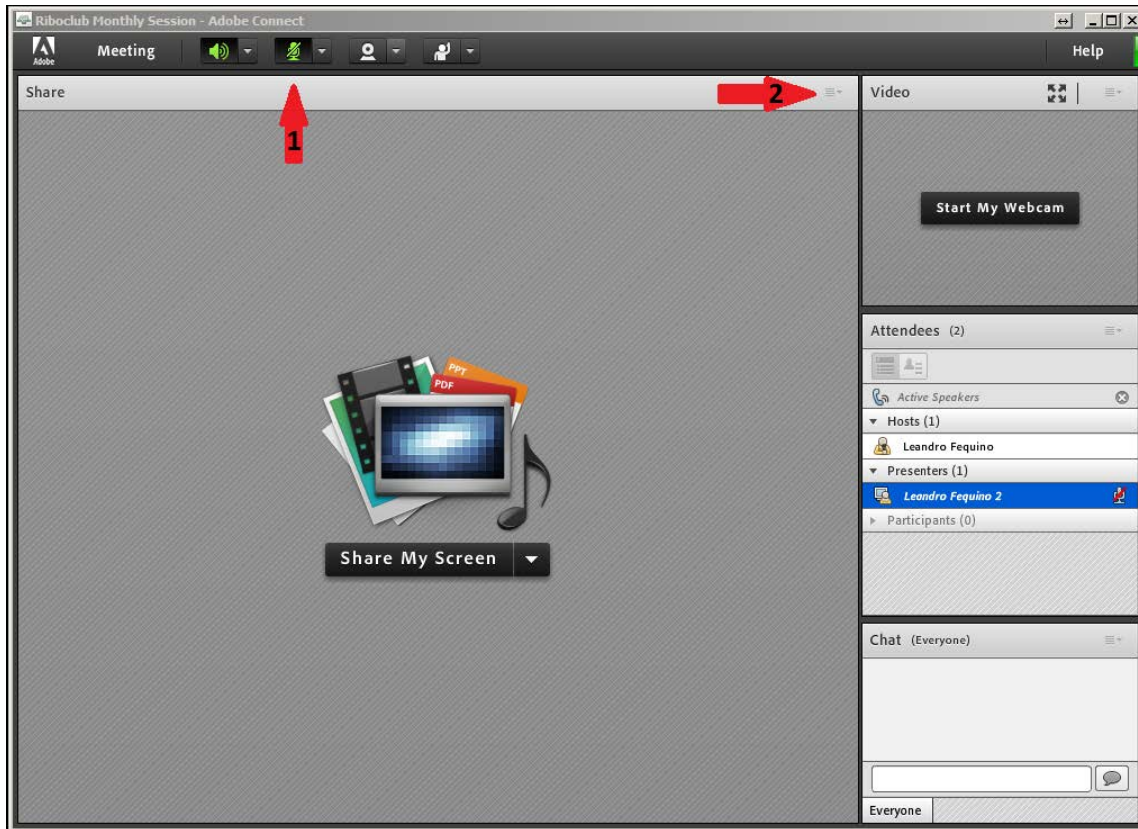
8. How to ask a question

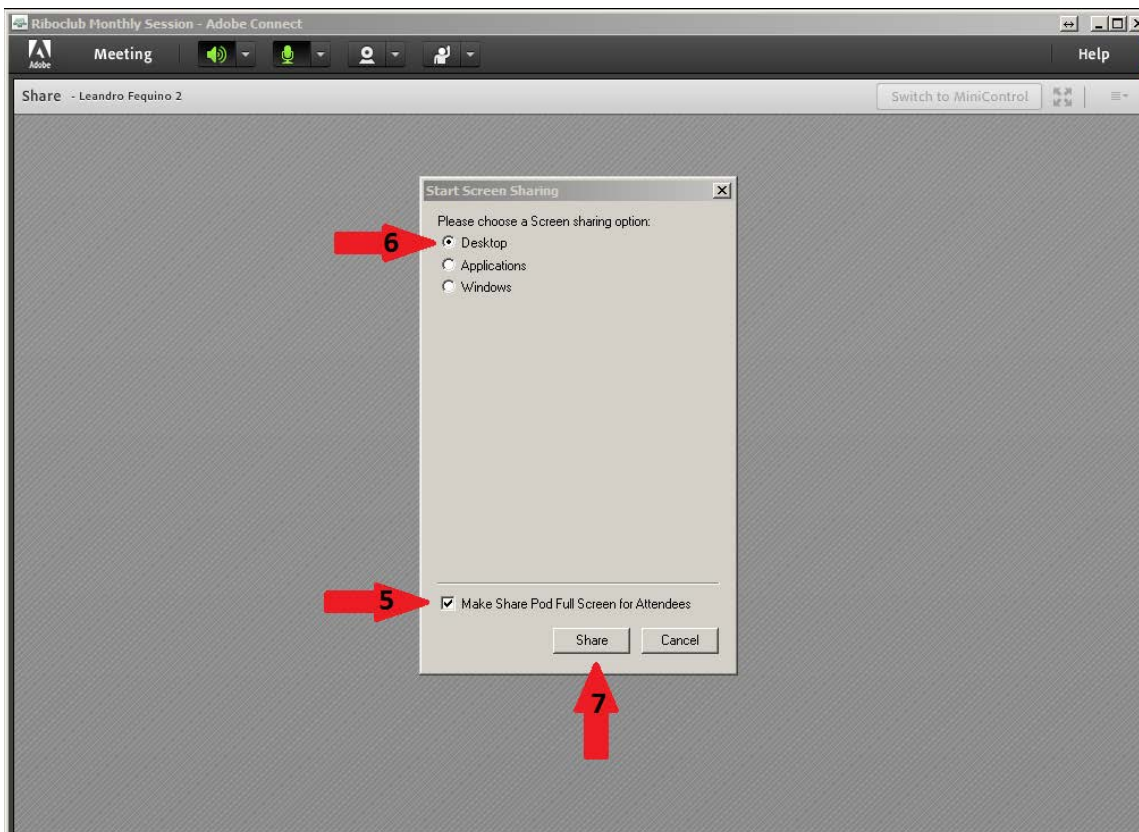
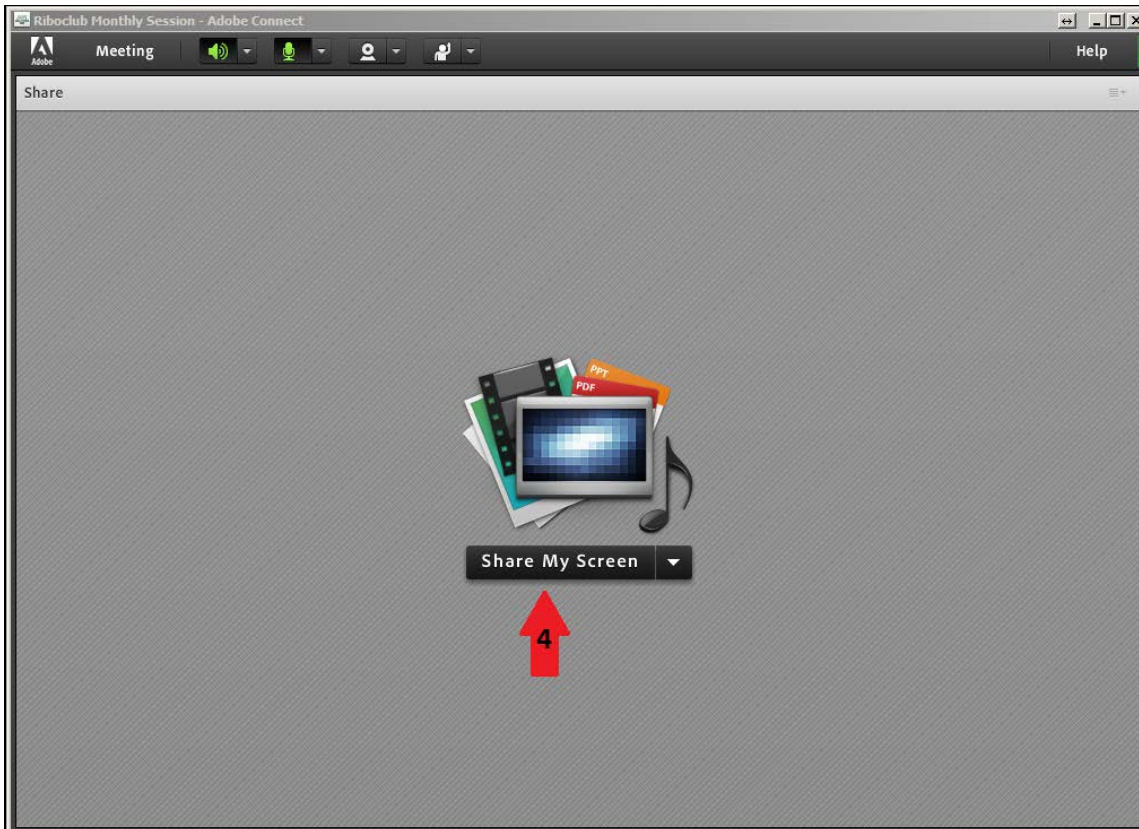
Microphones will be automatically open from the beginning. You can choose your microphone (assuming you have more than one), mute it or turn it on by pressing on the mic icon on the upper left menu bar.



9. How to present a talk from a distance

In order to present your talk we will promote you from meeting participant to presenter. Then you will be able to share your desktop in full screen mode.





10. Emergency contact during the session

You can always send an e-mail to leandro.fequino@usherbrooke.ca when experiencing technical problems during the meeting or call to (819) 821-8000 Ext: 66444

11. What happens if I got cut off and what you should do.

You just have to go through link <https://meet21186332.adobeconnect.com/riboclub/> and login one more time. When due to a short internet interruption it usually takes 30 to 40 second to reestablish the communication.