1. **Compatible computer's platform. Basic requirements**

Your computer system requirements are:

Windows

- 1.4GHz Intel® Pentium® 4 or faster processor (or equivalent)
- Windows 10, 8.1, 8.0, Windows 7
- 512MB of RAM (1GB recommended)
- Microsoft Internet Explorer 8 or later; Windows Edge browser; Mozilla Firefox; Google Chrome
- Adobe® Flash® Player 13.0+

Mac OS

- 1.83GHz Intel Core™ Duo or faster processor
- 512MB of RAM (1GB recommended)
- Mac OS X 10.8, 10.9, 10.10
- Mozilla Firefox; Apple Safari; Google Chrome
- Adobe Flash Player 13.0+

Linux

- Ubuntu 14.04 or newer; Red Hat Enterprise Linux 6; OpenSuSE 13.1
- No Add-in support for Linux. Users on Linux can attend meetings in the browser.
- Google Chrome
- Adobe Flash Player 13.0+

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://riboclubsherbrooke.adobeconnect.com/monthlysession/

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://riboclubsherbrooke.adobeconnect.com/monthlysession/

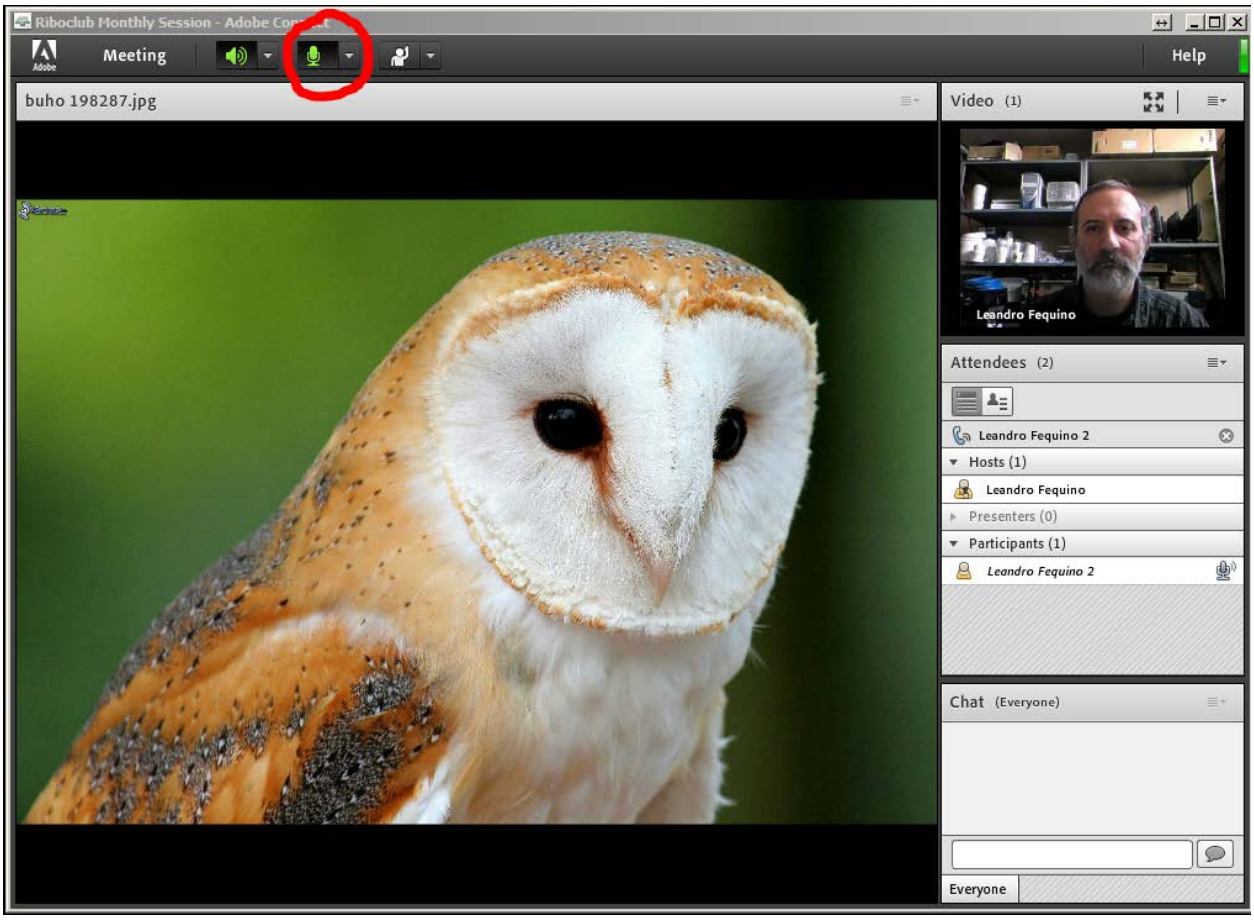
Login as guest typing your **lab name**.

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.

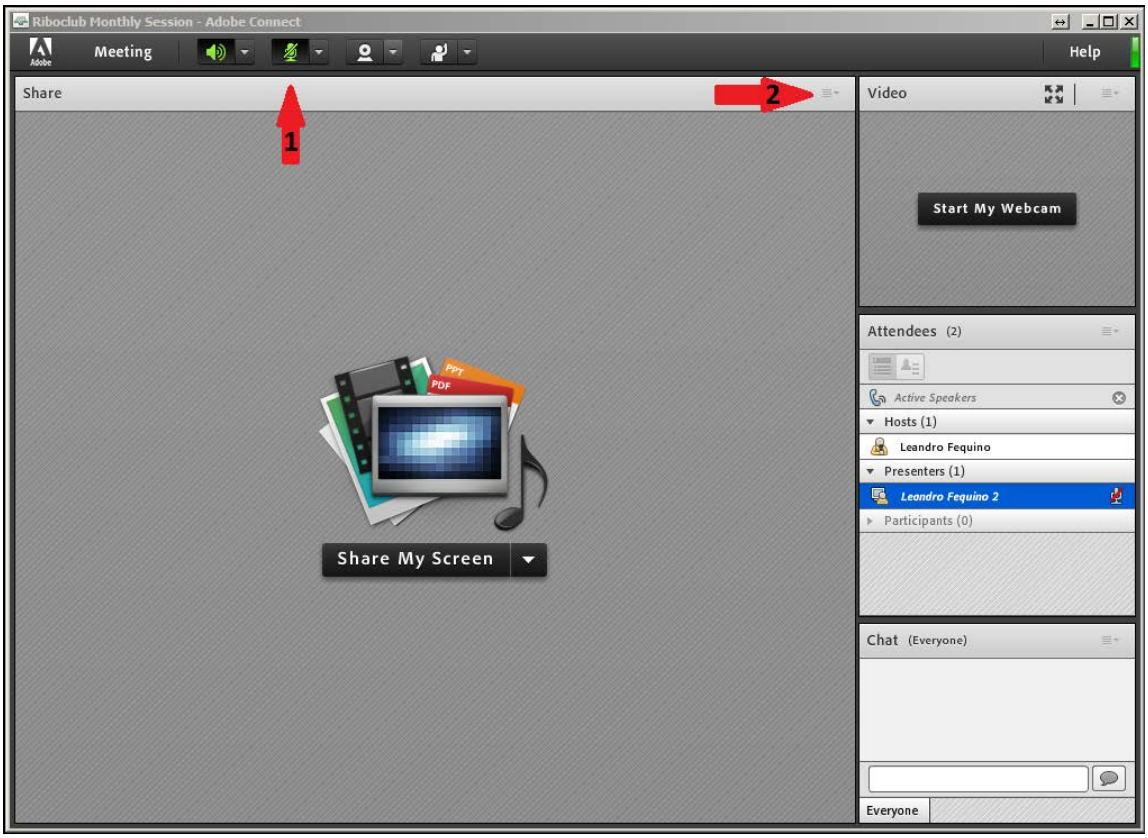
8. **How to ask a question**

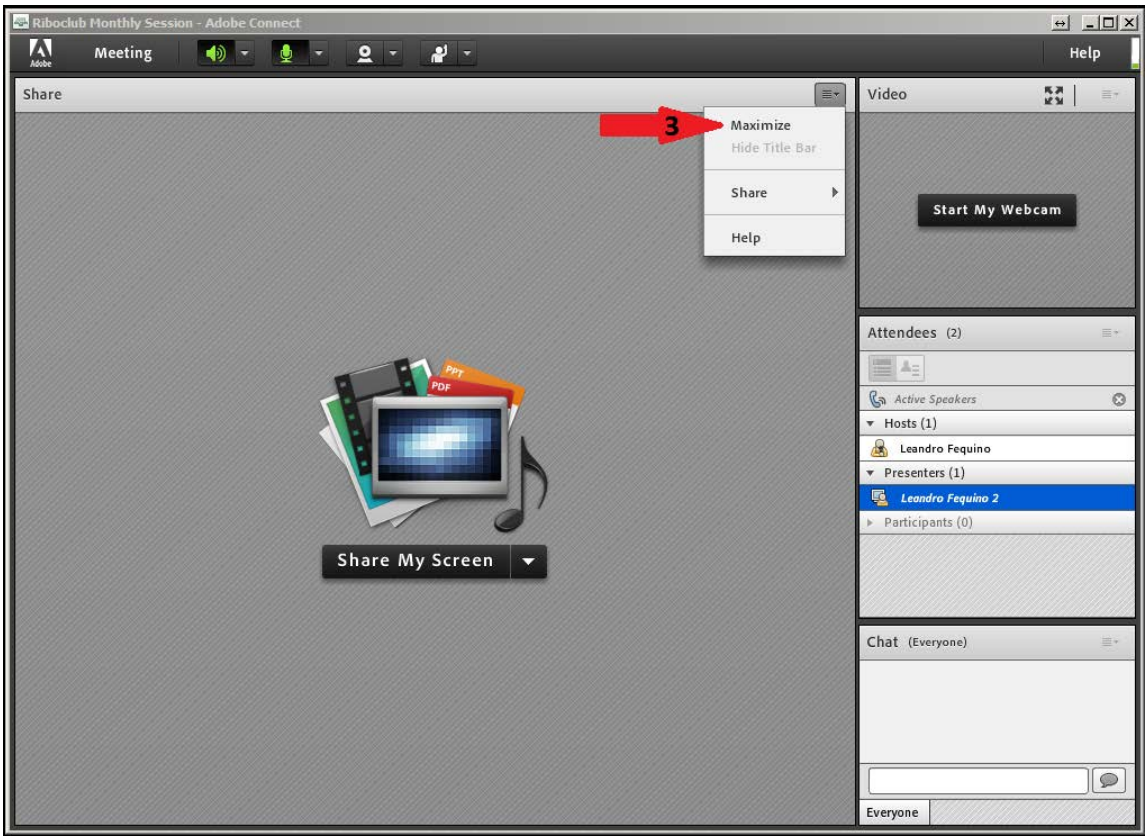
Microphones will be automatically open from the beginning. You can choose your microphone (assuming you have more than one), mute it or turn it on by pressing on the mic icon on the upper left menu bar.

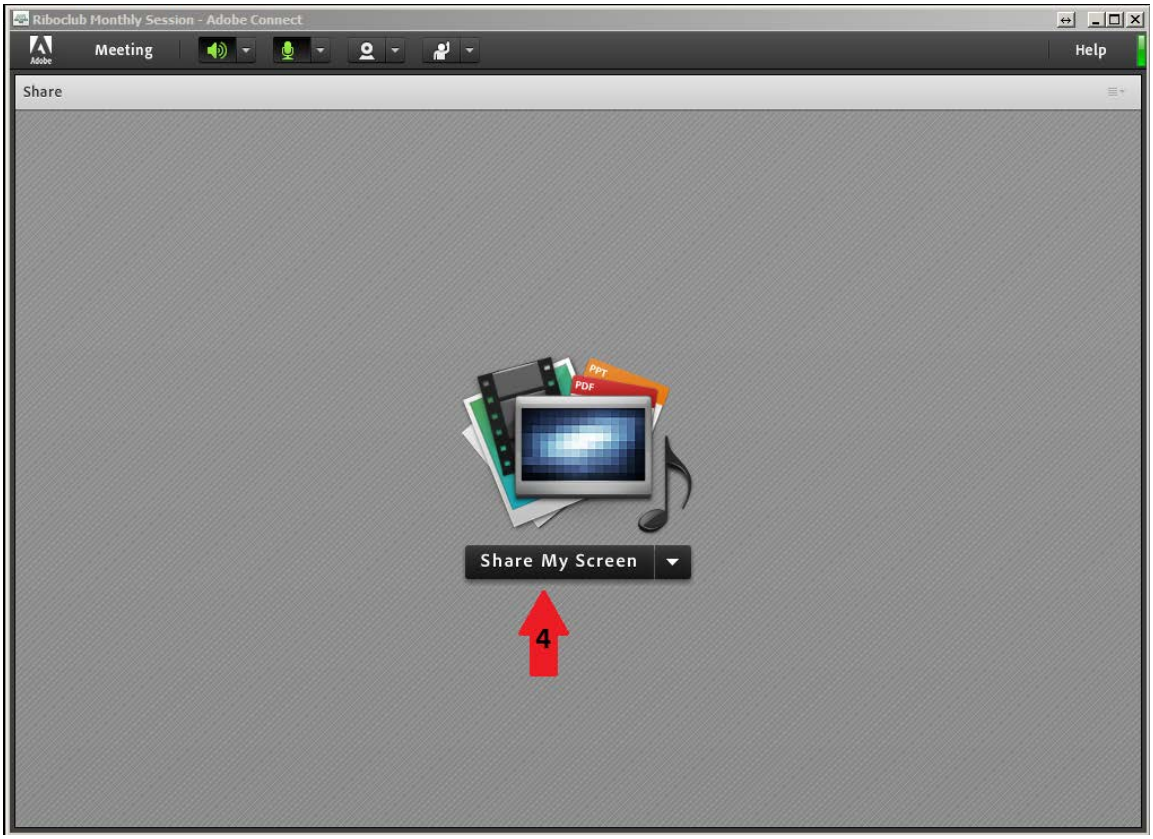


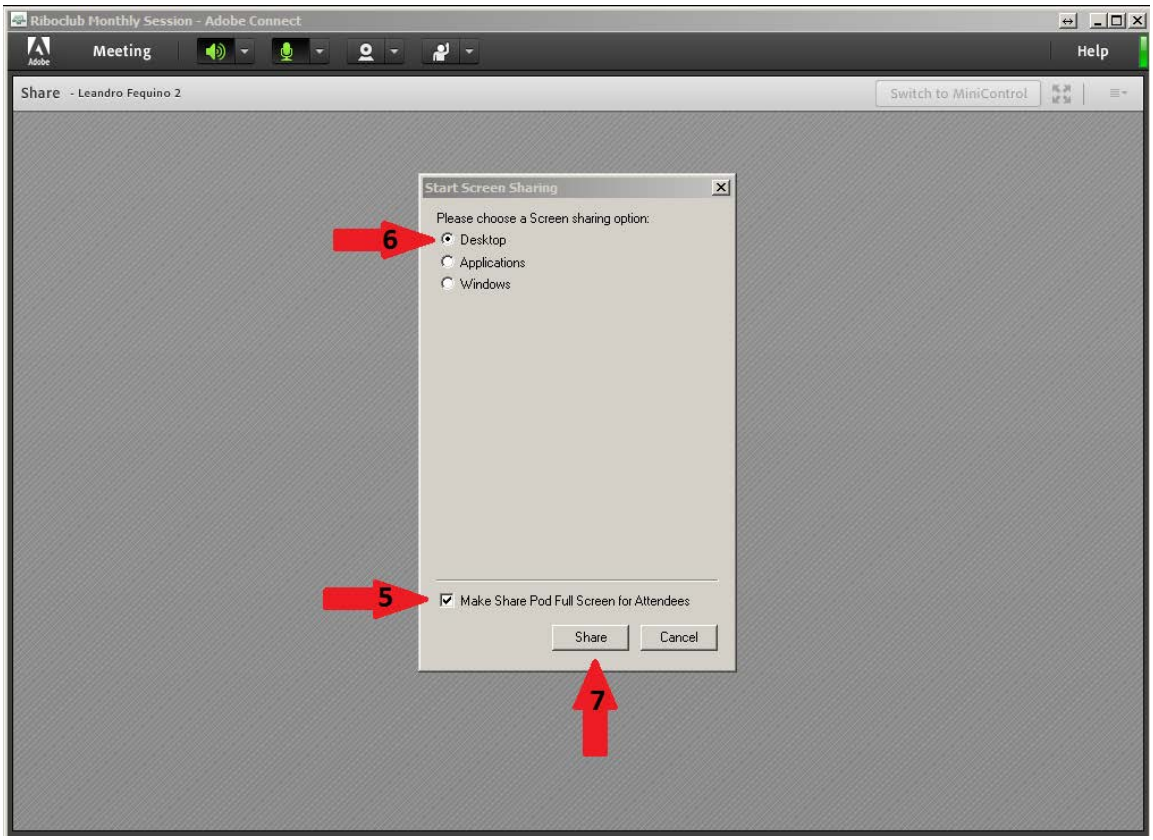
9. How to present a talk from a distance

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.


Riboclub Monthly Session - Adobe Connect
Meeting
Help
Share
1
2
Video
Start My Webcam
Attendees (2)
Active Speakers
Hosts (1)
Leandro Fequino
Presenters (1)
Leandro Fequino 2
Participants (0)
Chat (Everyone)
Everyone
Share My Screen


Riboclub Monthly Session - Adobe Connect
Meeting
Help
Share
3
Maximize
Hide Title Bar
Share
Help
Video
Start My Webcam
Attendees (2)
Active Speakers
Hosts (1)
Leandro Fequino
Presenters (1)
Leandro Fequino 2
Participants (0)
Chat (Everyone)
Everyone
Share My Screen


Riboclub Monthly Session - Adobe Connect
Meeting
Help
Share
PPT
PDF
Share My Screen
4


Riboclub Monthly Session - Adobe Connect
Meeting
Help
Share - Leandro Fequino 2
Switch to MiniControl
Start Screen Sharing
Please choose a Screen sharing option:
6
Desktop
Applications
Windows
5
Make Share Pod Full Screen for Attendees
Share
Cancel
7

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.

Just go here https://riboclubsherbrooke.adobeconnect.com/monthlysession/ and login one more time. When due to a short internet interruption it usually takes 30 to 40 second to reestablish the communication.