Step-by-step instructions for joining the ECCMOFS online conference

**Step 1: Check your connection speed and software:**
Before the meeting, perform the Adobe Connect Connection test at [https://na1cps.adobeconnect.com/common/help/en/support/meeting_test.htm](https://na1cps.adobeconnect.com/common/help/en/support/meeting_test.htm)

If you do not have the latest Flash Player and Adobe Connect Add-in, you will be guided to install the latest version. Please complete this as soon as possible. You may not be able to participate otherwise.

**Step 2: Log in**
Click on or insert the link provided to you into your internet browser, 10-15 minutes before the meeting begins. The meeting room will open 15 meetings before.
Step 3: Set up the Audio Wizard

You will need the 15 minutes before the meeting begins to ensure your volume and headset settings are adequate. To do this, click on “Audio Setup Wizard” and follow the steps.

Potential Audio Problems:

- If Audio is echoing, under Advanced Audio Settings, turn off Gain Control and turn off Echo Cancellation.

- If you are unable to hear audio:
  - Close all browser windows and reopen the online session.
  - Click the drop down arrow next to the loudspeaker symbol and adjust the speaker volume.
  - Ensure the volume on your computer or speakers is turned up.