Instructions to assist to the online InterTalentum interviews via Adobe Connect

Adobe Connect

The Adobe Connect program is a very useful videoconferencing tool for making multipoint calls from a computer to a computer.
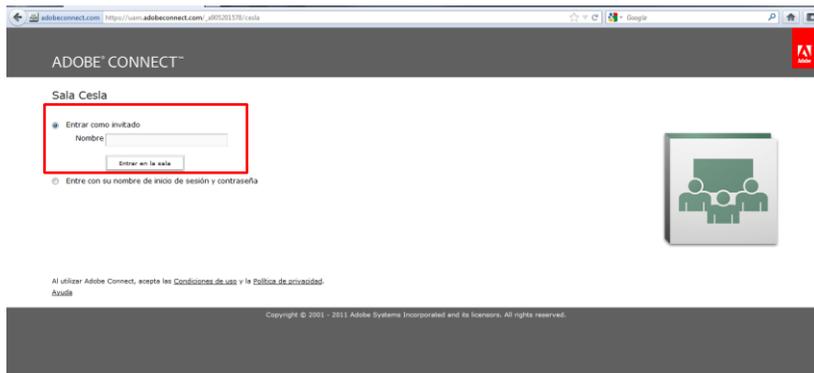
A virtual room is created to which the participants connect as guests and can attend the videoconference through a URL.

To carry out you simply need a computer equipped with webcam, microphone, loudspeakers and **connection to the network always recommended that is by network cable via ethernet**.
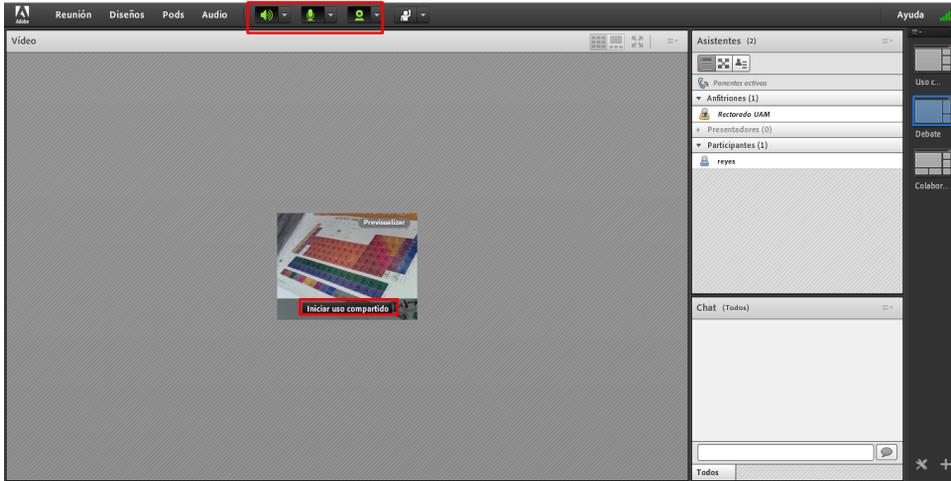
In the room there is a user who is the **host** (InterTalentum Coordination) that can share the camera, audio, desktop, and also gives permissions to other participants so that they can also share their webcam, microphone etc ... In order to make them presenters if neccessary.

In this case we will enter the room using the following address in the browser:
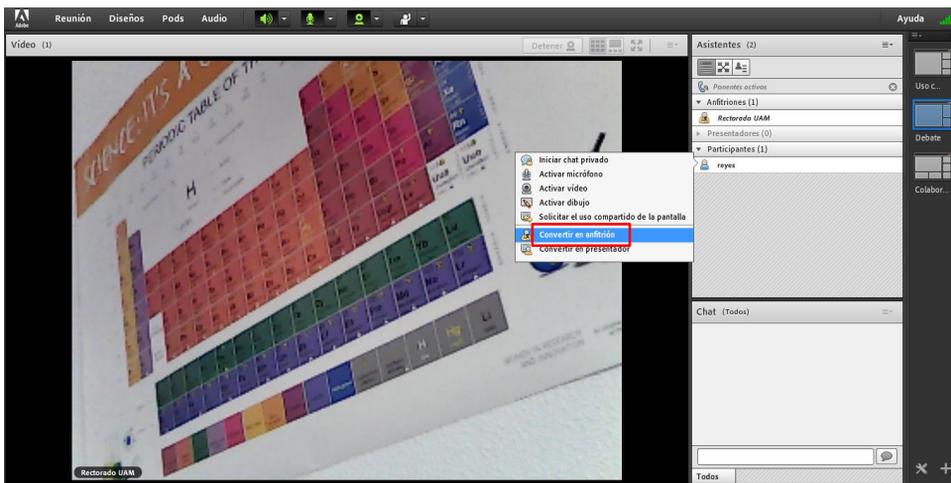**uam.adobeconnect.com/rectorado**

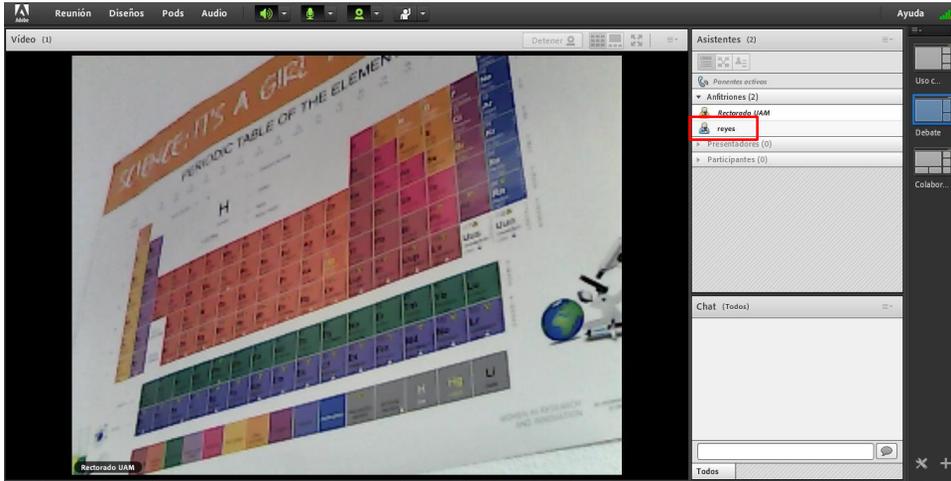The other users will enter the room as guests only with your **name**.

Once inside the room the participants and host **should activate their speakers, microphones and video.** Once all this is activated, click on *"Iniciar uso compartido"* and the rest will be able to listen and see the images of the webcam.

To assign a participant as a hots (*anfitrión*), InterTalentum Coordinator (here it is called **Rectorado UAM**) should just click on the name on the user and dial in to become a host. With this action we give a participant permission to participate in the videoconference.
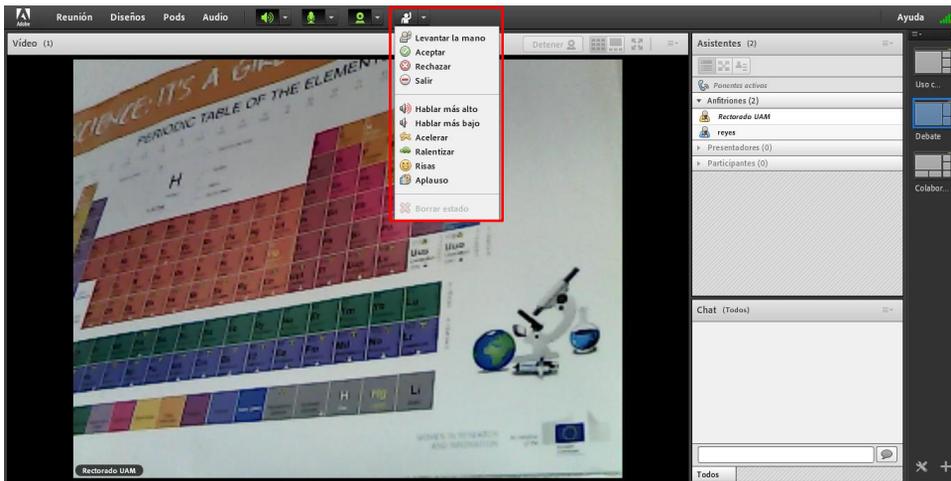
To assign a participant as a hots (*anfitrión*), InterTalentum Coordinator (here it is called *Rectorado UAM*) should just click on the name on the user and dial in to become a host. With this action we give a participant permission to participate in the videoconference.

As host you can make a series of requests to the moderators (InterTalentum Coordinator) without having to interrupt the interview. The actions are indicated in the picture.

Please use this requests only in case of need, the interview time is very limited.

Please, pay attention to the **chat**, from there the InterTalentum Coordinator will give you **important indications**.

Finally, we would like to give an indication to the **candidates**, once you are told from the chat that you have to disconnect from the videoconference, **you must have to get out of it by closing the window**. At the second notice, the candidate will be **penalized**.