

- If you have booked an appointment during my office hours via Stud.IP, please log in to Adobe Connect by opening the following link on your browser: [https://webconf.vc.dfn.de/sprechstunde\\_rostek/](https://webconf.vc.dfn.de/sprechstunde_rostek/)
- Next, type in your first and last name in the appropriate field.
- The password is: OfficeHours
- Allow your browser to use/enable the Adobe Flash Player.
- Follow the ensuing instructions. In particular, click on the white symbol of the waving person and join the meeting, so that I see that you have entered the virtual 'meeting room' and can activate your profile.
- Once you have entered the virtual 'meeting room', please wait until I contact you. This might take a few minutes in case I am still taking the previous appointment. I might first get in touch with you by using the chat function.
- At some point, a small icon with a microphone and a small icon with a camera should appear on the top bar (see marked icons below), next to the icon of the waving person. If both icons are marked in white, click on each of these icons in turn and activate your microphone and your webcam (they turn green when activated), so that we can start our conversation.

