

# Adobe Connect Participant Guide

Adobe Connect is a web meeting room that may be used for various 'live' interactive functions.

## Technology

**Required:** Computer and Internet

**Audio [Recommended]:** Speakers and a microphone. **\*A headset will work better than a separate microphone and speakers, since it will reduce echo and feedback**

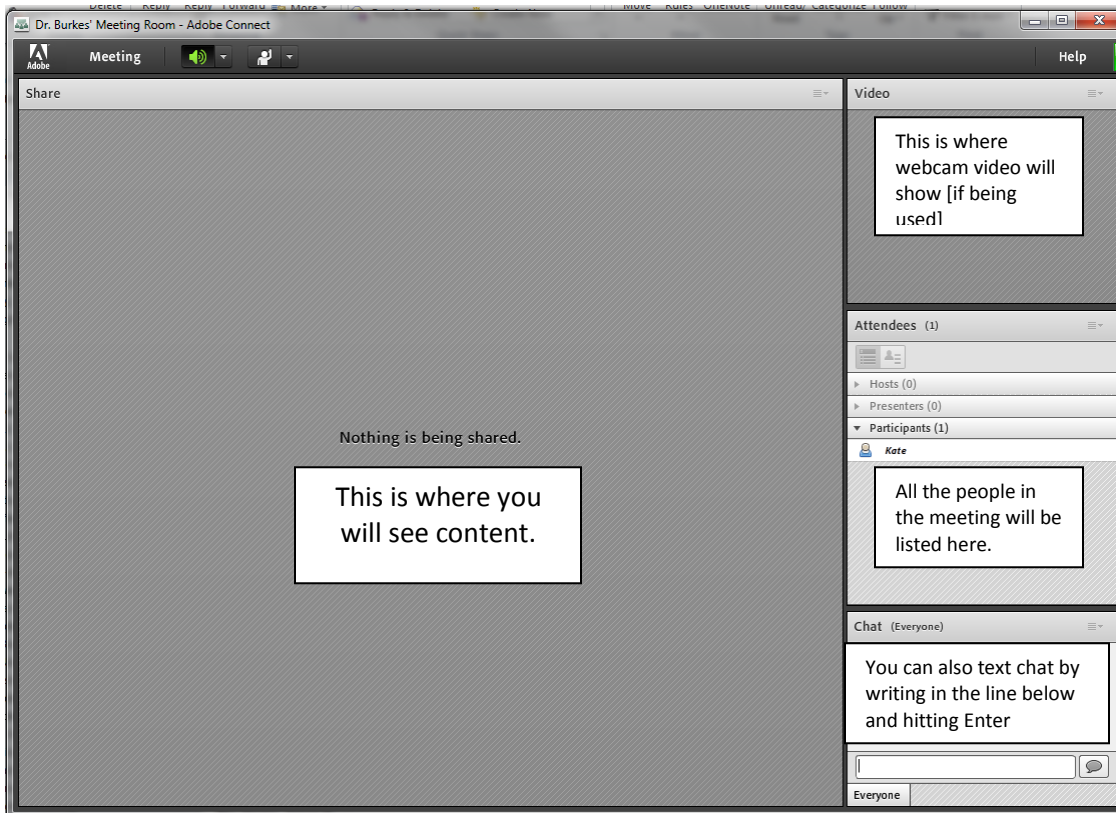
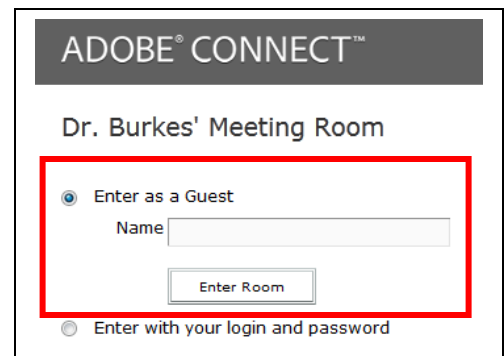
**Video [Optional]:** Adobe Connect can integrate webcam video into the meeting room if your meeting host selects this option. A webcam may also include a microphone.

**NOTE:** The meeting host may also give specific instructions about technology needed.

## To Enter the Meeting Room

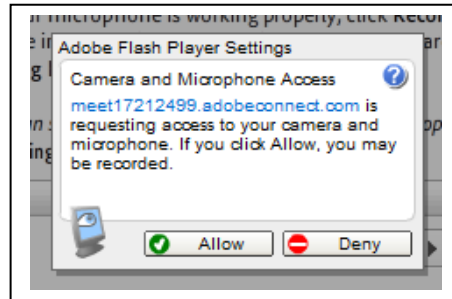
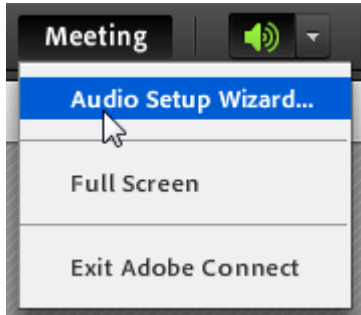
1. Your host will post or send a link to the meeting room.
2. Once you go to the page specified by the link, click on **Enter as a Guest** and add your name. Click **Enter Room**.
3. The Adobe Connect meeting room will open up.

*Some of the features in the meeting room may be different depending on how your host has set it up.*



4. If you are using audio equipment [microphone, mic with webcam, speakers, or headset] run the **Audio Set Up Wizard**: Be sure your equipment [headset, webcam, etc] is plugged into your computer first. Look under the **Meeting** link at the top left of the screen to test your audio and adjust volumes. **Note: Turn your speakers down to the lowest level possible to reduce echo.**

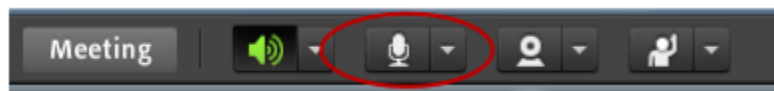
If you get an Adobe Flash Player Settings request [below right], be sure to click **ALLOW** so your devices will connect correctly.



## Other things to Know

The top button bar controls the functions of the meeting room.

*Can't see the microphone or camera buttons? Don't worry, that just means that the host hasn't given you permission to share/use those resources yet.*



- The Audio icon controls your speakers or other listening device
- [If enabled] The Mic icon enables / disables your microphone
- [If enabled] The webcam icon turns your video on and off
- The 'raise your hand' icon manages participation tools

## **Making a Presentation**

If you will be making a presentation, have your presentation materials and microphone ready.

Once the host gives you permission, you will see a "Share My Screen" icon in the middle of the main screen. Click on the **down arrow** to share your screen with the other attendees.

