

Adobe Connect Quick Start for Participants

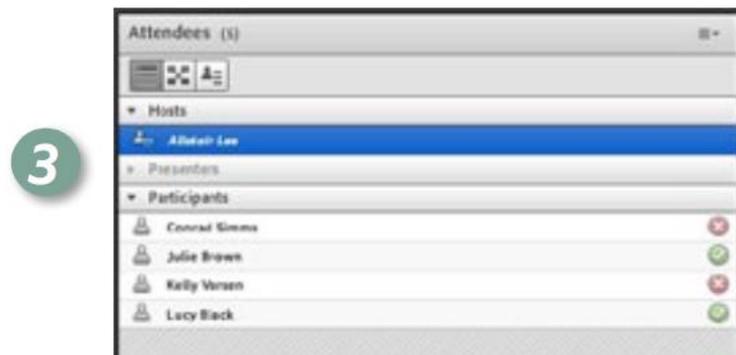
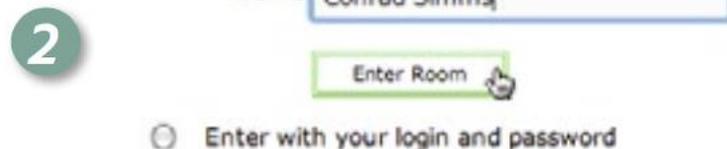
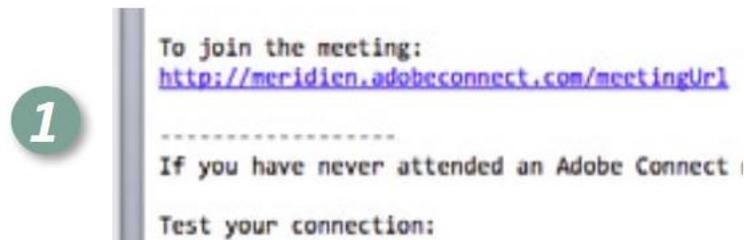
The first step to take before using Adobe Connect is to test the computer/device you'll be using to connect. Adobe has a webpage for doing just that:

http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm

Once your computer is checked and found compatible, we are ready to begin using Adobe Connect. UR faculty, staff and students can contact the University of Richmond Help Desk if the computer check turned up a problem. Call them at (804) 287-6400, e-mail at helpdesk@richmond.edu or visit Jepson Hall, Room G-19.

Join a Meeting in Adobe Connect

1. You have likely received an email invitation with meeting access information. When the meeting time arrives, click on the link or enter the URL into your preferred web browser.
2. The meeting login screen appears. Choose ***Enter as a Guest***, type in your first and last name, and click ***Enter Room***.



3. The meeting launches in your browser. If the meeting “host” has not yet arrived to the meeting or the host is required to approve your attendance, you will be placed in a waiting room.
4. Once the meeting host accepts you into the meeting, the meeting room interface appears.

How Audio Works in Adobe Connect

Meeting hosts have control over how the audio in your meeting is handled. You may be able hear the audio, or you may be able to both hear and speak in your session – the host has the ability to enable any or all options.

Adobe Connect supports the Voice-Over-IP (VOIP) option. With VoIP selected, you can hear meeting audio through your computer speakers/headphones. If a meeting attendee is speaking using VoIP, you will see a microphone icon next to their name. Your instructor may give you (or others) the ability to join using audio – to speak to the entire virtual room. When this is the case, a dialog will alert you

that you can use your microphone. Clicking the ***Speak Now*** link will activate the microphone icon in the **Application Bar** at the top of your screen.

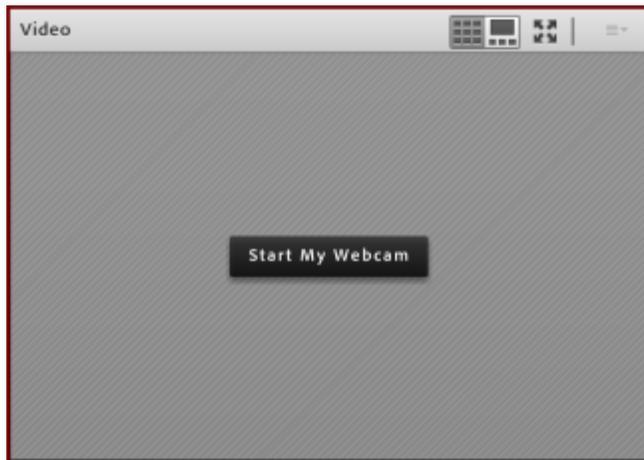
How Video Works in Adobe Connect

You will be seeing video broadcast from your instructor/meeting host when you log into Adobe Connect. Your instructor may also ask you to use your webcam to share video. When this is the case, a button enabling you to share your webcam will appear on the video area or “pod”.

To share your camera, make sure your webcam is plugged in and click the ***Share My Webcam*** button. Adobe Flash may prompt you for permission.

After granting permission, a webcam video preview appears. If you're happy with the preview, click ***Start Sharing*** to share your video with all participants.

You can also click the webcam icon  in the **Application Bar** to access your webcam and preferences.



Useful Tips for Participating in Adobe Connect

Change your status

Within a meeting, you can also change your status to provide feedback to the presenter and other attendees. To change your status, click the arrow on the ***Status Options*** dropdown list on the **Application Bar** and select your desired status option.

You will see a line (highlighted here in red) in the window that pops up. If you select an option **above** the line such as *Agree* or *Step Away*, your status remains until you choose *Clear Status*.

If you choose an option **below** the line such as *Speed Up* or *Applause*, your status automatically clears itself after a few seconds.

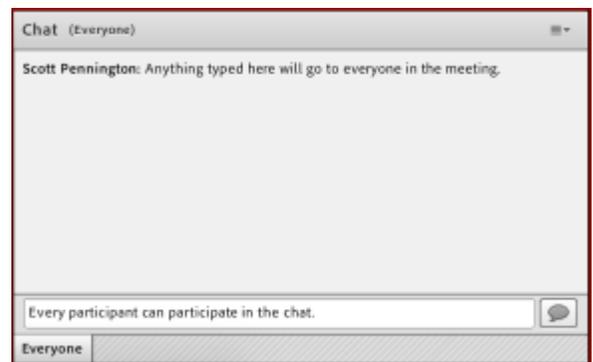
When you set your status, an icon appears next to your name in the **Attendees** area.



Chat

To send a message to everyone, type your message in the chat area and hit enter or click the send icon.

If the meeting host has enabled private chat, you can send messages to a specific attendee or group within the meeting.



To have a private chat, use the **Attendees** area to hover over the name of the attendee you'd like to chat with and select *Start Private Chat*.

Alternatively, you can use the "Pod Options" menu in the top right hand corner of the chat area to select an individual or group by clicking *Start*

Chat With. Private chat messages show up in additional tabs to make it easy to distinguish between private and public chat.

If the host is using a **Q&A** area instead of a **Chat** area, then all messages are moderated and private chat is not available.