

Attend an Adobe Connect webinar or workshop as a Participant

1. It is recommended that you test your computer prior to attending a meeting. You can do this by going to http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm
2. The Connection Test checks your computer to make sure all system requirements are met. If you pass the first three steps of the test, then you are ready to participate in a meeting.
3. If you do not pass the test, perform the suggested actions and run the test again.

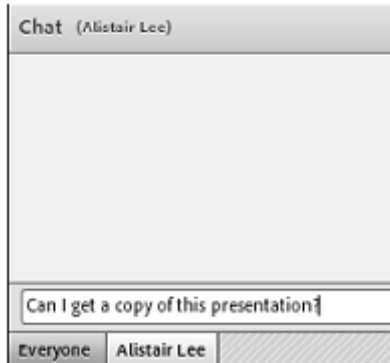


Join a meeting

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 favourite web browser.
2. The meeting login screen appears. Choose Enter as a Guest, type in your first and last name and the country where you are based, and click Enter Room.
3. The meeting launches in your browser, the meeting room interface appears.



Chat



To send a message to everyone, simply type your message in the chat pod 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 do this, use the Attendees pod 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 pod 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.

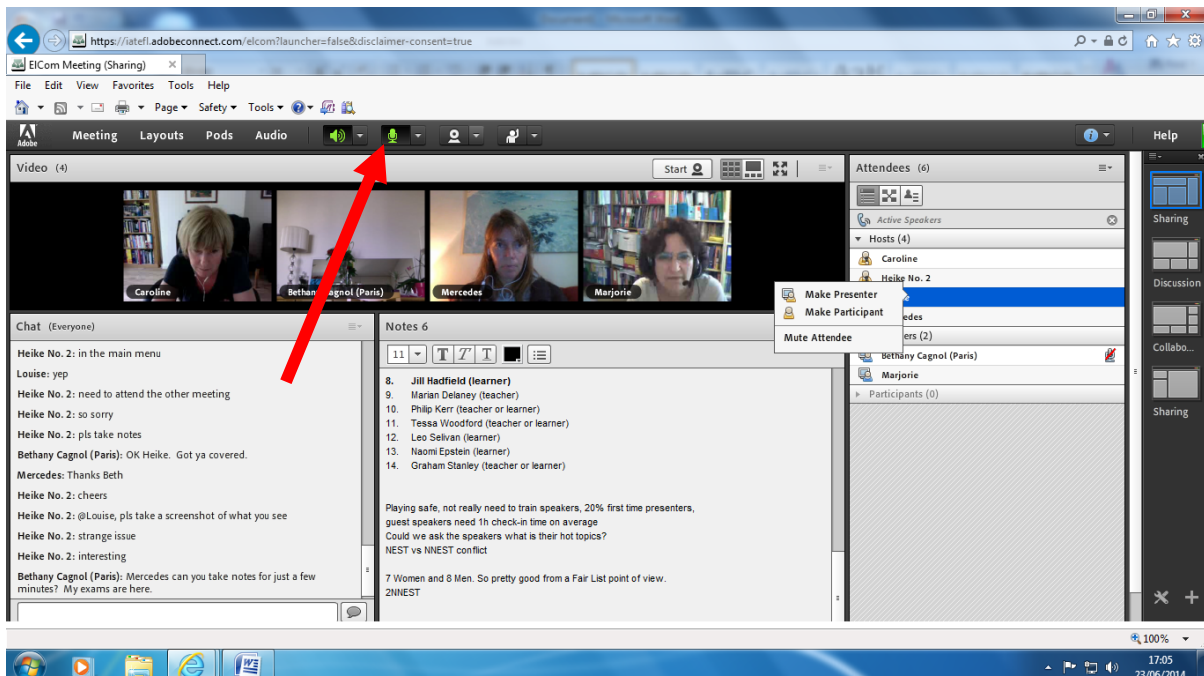
Change your status

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. 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 number of seconds. When you set your status, an icon appears next to your name in the Attendees pod



Troubleshooting problems

Audio



This is the microphone icon (red arrow) and if it is activated it will be green. If it is not green, you need to click on it to activate it

If you are still having problems this is how to get it working....

a) click on the arrow next to the microphone icon and select the bottom menu entry which says: Select microphone. Usually you have two or even more listed in this list and Adobe does not know which one to choose.

b) Or it is a Windows 7 issue, which is also quite typical: the mic boost is not activated in Win 7, it is usually set to 0 and should be 20db. Skype has this set to automatic but Adobe doesn't, so you have to manually do this.

Here is how to do it....

Click on the round Windows Starts button -> Control Panel -> Hardware - Sound -> Properties -> second tab Recording -> right hand mouse click on the microphone icon that is flickering when you are speaking -> Properties -> third tab 'Levels' -> raise the microphone boost slider to 20db.

Speakers

To the left of the microphone icon is the speaker icon. If you cannot hear anything you may need to click on the icon and turn it green. The drop down to the right of the icon will allow you to mute your speakers and adjust the speaker volume.