Adobe Connect Participant Guide

Antioch Adobe Connect Address: https://antioch.adobeconnect.com

Introduction

Adobe Connect is a web conferencing solution for online meetings, eLearning and webinars used by Antioch University. This participant guide provides you with the basics for participating in an Adobe Connect meeting, virtual classroom, or webinar.

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. 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.

First Step – Check your connection

Fast internet speeds and connections that provide high bandwidth are required for optimal performance. Make sure that you are connected to the internet using an ISDN cable, especially if you are using a laptop. Wireless connections are much slower than Ethernet connections and can cause drop outs or audio / video problems for you and the other participants.

Second Steps – Check your meeting invitation

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 favorite web browser.
2. The meeting login screen appears. If you do not have a username or password for the Adobe Connect account, 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 you will be placed in a waiting room.
4. Once the meeting host accepts you into the meeting, the meeting room interface appears.

Third Steps – Prepare for audio participation

The meeting uses voice-over-IP (VoIP) to control the audio portion of the meeting. When this option is selected, you will hear the meeting audio through your computer speakers. Meeting hosts may give you the rights to use your microphone to speak at the meeting. To prepare your computer to participate using the VoIP option you must do the following:

1. Select *Meeting > Audio Set-up Wizard*. Then follow the instructions as the prompts test your speakers and microphone.

2. Choose the proper source for your microphone if you prefer to use a headset rather than the external speakers and microphone.
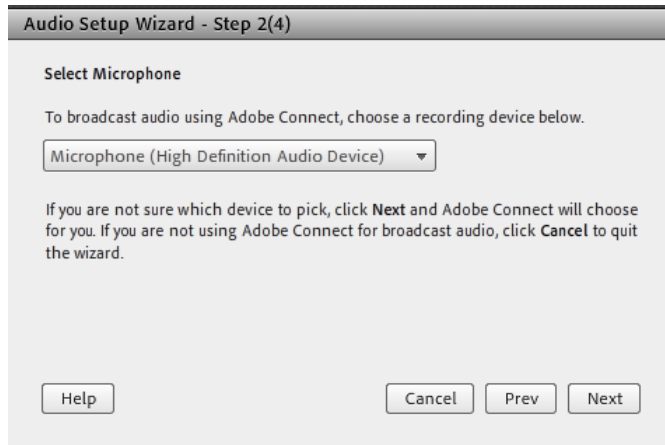
3. When it is your turn to speak, make sure that your microphone is connected. Using the drop down menu under the microphone icon select *Connect my Audio*. The microphone will turn green when you are connected. If the audio icon is not present then the host has chosen not to give you speaking privileges.
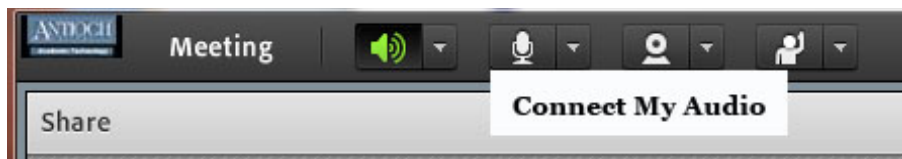
Fourth Step – Set up your web camera

The meeting host may 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 pod. To share your camera, make sure your web cam is plugged in and click the *Share My Webcam* button.
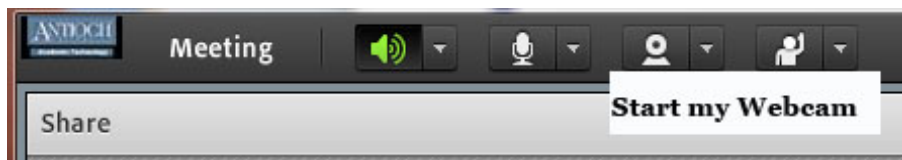
Adobe Flash may prompt you for permission. After granting permission, a webcam video preview appears. If you're happy with the preview, click *Start Sharing* to share your video with all participants. You can also click the webcam icon in the **Application Bar** to access your webcam and preferences.

After completing these 4 steps you should be ready to participate in meetings using Adobe Connect. Your settings will be remembered if you use this same computer again for another meeting. However, if you are using a different computer you must follow these same steps before joining a meeting.