Using Adobe Connect: Student Instructions

Your instructor should provide you with a link to his/her Adobe meeting room.

Open a browser (such as Firefox, Chrome, Safari or Internet Explorer) and type, or paste in the meeting room address.

Enter the meeting room as a GUEST.
Click "Enter as Guest"
Add your name.
Click "Enter Room"
Equipment you will need:
You will need a headset/microphone. Some instructors may ask you to purchase a web cam. The headset/mic will enable you to hear and speak within the meeting. The Webcam will enable your classmates/instructor to see you. Although web cams have a built in microphone, you should plan to use the headset/mic as this will cut down on feedback.

This equipment may be purchased online or at an electronics store, or ordered online.

The Meeting Room

PODS

The meeting room is made up of Pods, such as the Share Pod, the Video Pod, the Attendee Pod and the Chat Pod. Use the chat pod to send a text message to all meeting participants.

To Get Started: Click the Meeting Menu, Select Audio Wizard! Run through the screens on the Wizard. It will ensure your microphone, headphones and/or speakers are set to the proper levels.

Turn on your Audio

Click the drop menu for the microphone. Select Connect My Audio

Click the Allow button

Your audio is now connected. The Microphone icon should be green.
Turn on your Video — For Web Cam Users Only

Your instructor will enable you to start your web cam.

Click “Start my Web Cam” in the video pod.

Click the Allow button.

You will see a preview of your video in the Video Pod.

Click the Start Sharing button — your web cam has now been enabled.

The Web Cam Icon should now be green.

If you can’t hear your instructor or classmates

Click the Drop Menu next to the Speaker icon.

Select Adjust Speaker Volume.

If others can’t hear you

Run the Audio Setup Wizard if others cannot hear you. It will prompt you to adjust your microphone volume properly.

Getting Attention

Click the Drop Menu for the Raise Hand icon.

Select the appropriate icon from the menu.

Your instructor will see the corresponding message.

Exit your Meeting

Use the X at the upper right corner to exit the meeting.