

Adobe Connect Web Conference - Quick Setup

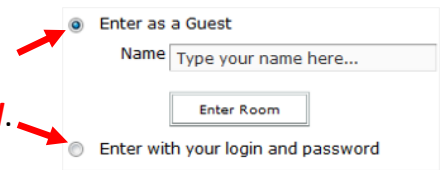
Before the Meeting:

1. Run the Meeting Connection Test @ http://unmconnect.adobeconnect.com/common/help/en/support/meeting_test.htm
 - Make sure to pass all four tests.

2. Open Adobe Connect meeting link provided by meeting chair.

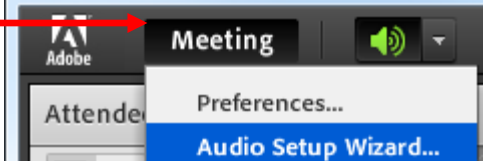
Guests: Select “**Enter as Guest.**” Sign-in using only your name.

Meeting Host: Enter with your **Adobe Connect Login/Password.**



Upon First Entering Meeting – Run Audio Setup Wizard:

3. Run the **Audio Setup Wizard** to setup audio & microphone.



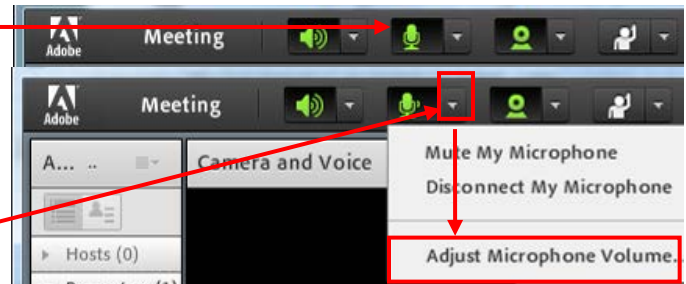
Meeting Participation:

4. Click **microphone icon** to activate microphone.

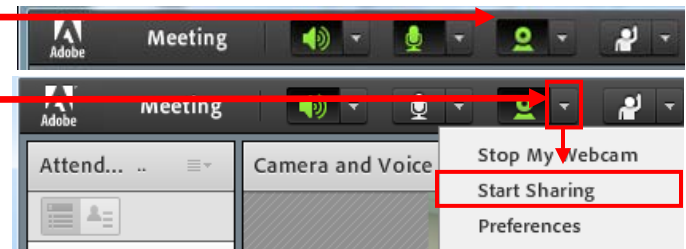
If prompted for access, click **Allow.**



TIP: Adjust microphone volume if needed from microphone drop-down menu.



5. Click **webcam icon** to preview video.
Next, click **Start Sharing** in camera drop-down to start broadcasting your video.



6. **Text Chat:** As needed/if available, use the text chat area to submit questions/comments.



Meeting Tips & Resources:

- ❑ Better early, than late! Connect to the meeting ahead of time to ensure that your computer is working properly. Run Audio Setup Wizard before the meeting to confirm working audio.
- ❑ Release/unlock your microphone when not in use. An unused “live” microphone can cause echo/feedback sounds for other participants.
- ❑ For more Adobe Connect 8 Resources, see: <http://www.adobe.com/support/connect/>
- ❑ 24/7 Tech Support available from Adobe @ 1-800-422-3623