

adobe connect.

Quick Start Guide for Participants

inhalte.

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1 participate in an adobe connect meetings.

1.1 PREREQUISITES

- Internetconnection (min. DSL 2000)
- Headset
- Installed Adobe Flash Player if you are working via browser: <http://get.adobe.com/de/flashplayer/>
or
Installed Adobe Connect Meeting Application
For Windows: <http://www.adobe.com/go/Connectsetup>
For Mac: <http://www.adobe.com/go/ConnectSetupMac>

Connection test

Please test your PC Hard-and Software for Adobe Connect Meetings. Just klick on this link and your system will be tested:

https://mci.adobeconnect.com/common/help/en/support/meeting_test.htm

After this quick test you can close the Browser-Window.

1.2 ACCESS TO THE MEETING

To join a webinar, you need the link to the Adobe Connect meeting room. You will either receive the link by email or it will be provided on the learning platform Sakai (Tool "Adobe Connect" left in the menu bar).

1. Navigate to the given URL.

Enter as a Guest

Name

1. Log in as a Guest with your full name and click Login.
2. Once your password has been confirmed, you are taken to the Adobe Connect meeting.
3. When you open the Adobe Connect meeting in a browser, you will be prompted to install the Adobe Connect Add-In. Click **Install** and follow the instructions.

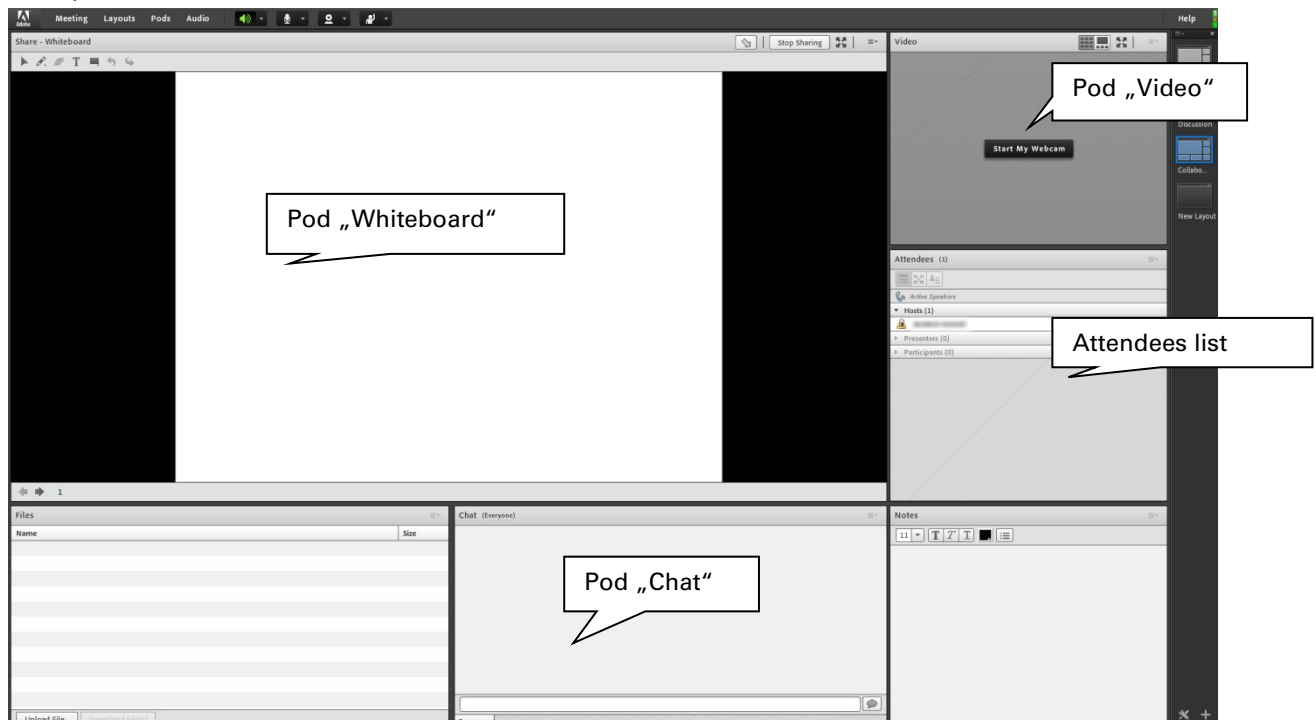
1.3 THE MEETING ROOM

After logging in the meeting room opens up and you will be part of the webinar.

TIP

When you have entered the meeting room it is recommended that you first run through the Audio Setup Wizard. To do this, begin by selecting Meeting > Audio Setup Wizard...

The individual areas of the meeting room are called pods and are freely configurable by the organizer. For example, the room could look like this:



Each time you log in as a guest, you will automatically be assigned the participant role. In this role, the participation options are initially limited to listening and watching, but you can ask the host to be assigned speaking rights:

To do this, you need to "Raise hand" by clicking on the following button located in the top navigation bar:



There are several more interaction and notification options (status) behind the associated drop-down arrow.

In the attendees list you will see who is speaking - a small microphone signal is displayed behind the speaker:



The organizer usually gives only one participant the right to speak. If you have received this right, you must click on the "Microphone" button.



The microphone symbol turns green, and your microphone is now active.



1.4 CHATTING WITH OTHER MEETING PARTICIPANTS

The chat pod offers the possibility to communicate with other participants or the organizer.

Just post a message in the chat window and click "Enter" to send this message. You also have the option to send a private message to a specific participant. Click the drop-down arrow in the upper right corner of the Chat pod window and select "Start Chat with" and the participant you want to communicate with.

1.5 EXIT THE MEETING ROOM

To leave the meeting room, just close the window. You will no longer be displayed in the participants list.

2 troubleshooting.

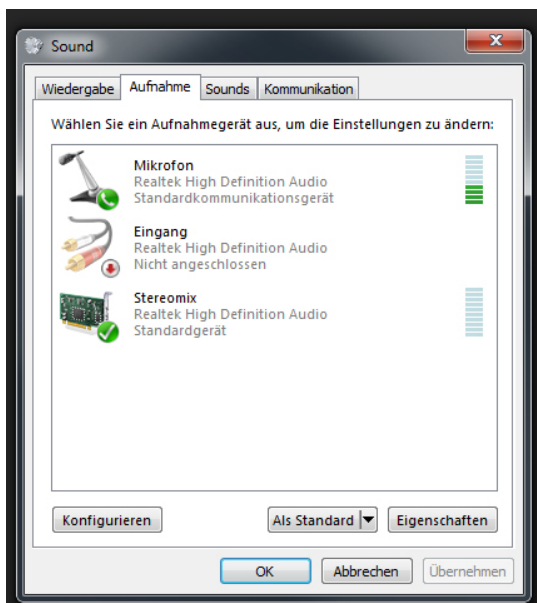
2.1 ADJUST MICROPHONE

If you have problems with the microphone settings, right-click on the speaker symbol on Windows computers in the lower right corner of the task list:



In the following context menu please click on the entry "Recording devices".

In the following window you will see all available audio devices. Now when you speak into the microphone, you should see the audio input indicator on the right. If this is not the case and the corresponding microphone is grayed out, you can activate it with a right-click.



For Apple computers, you can find the microphone settings in the general settings.

For general audio problems, please check whether the corresponding cables are plugged into the computer correctly.

TIP

It is strongly recommended to use a suitable headset to avoid unwanted feedback, which can negatively affect the sound quality in the meeting.

2.2 SUPPORT

In case you are having troubles with Adobe Connect, please contact learningsolutions@mci.edu. Please contact us early enough before the webinar starts to allow for sufficient time to resolve your issues.