How to Participate in a Webinar with the Adobe Connect Platform (On a Laptop)

Note: the steps below are for people on a laptop. If you intend to participate with a tablet or a phone, please click here for instructions.

1. Your computer must have Adobe Flash installed. Use this link to verify if your Flash is up to date: http://helpx.adobe.com/flash-player.html

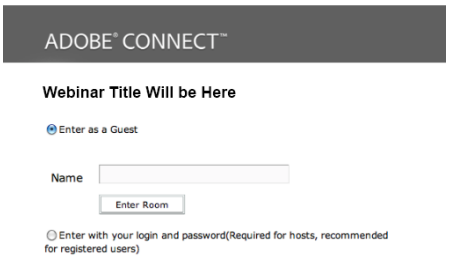
2. You will receive an email invitation with the link to your specific webinar/meeting room (each webinar meeting room has a unique link).

3. A hardwire connection is strongly preferable over a wireless connection (it is really a necessity unless you are on a tablet).

4. Always connect your headset to your computer **before** clicking the link in the email (if you are on a tablet or a smartphone you do not need a headset).

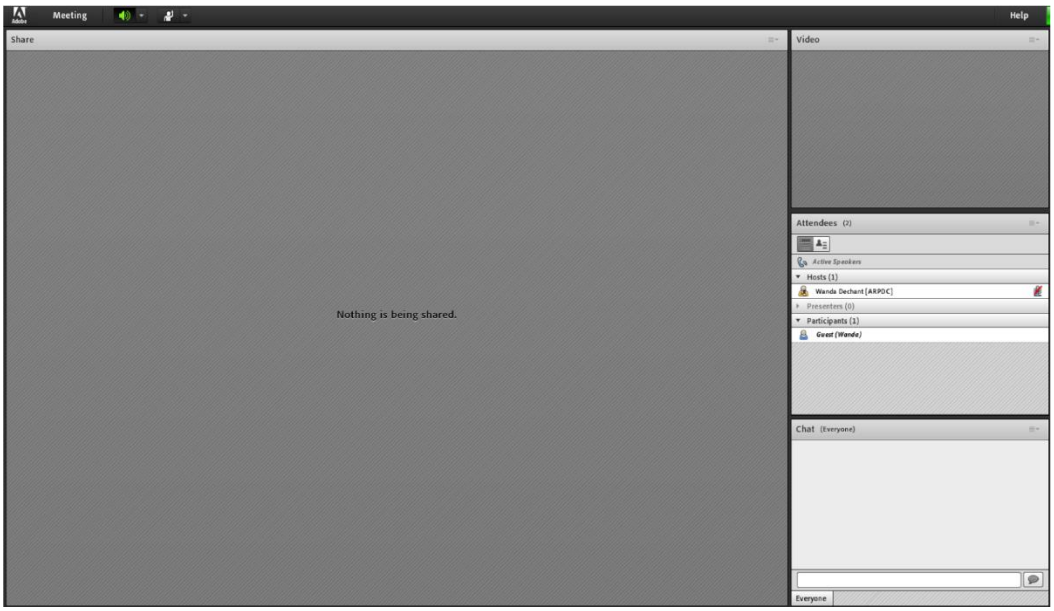
5. At least 15 minutes prior to the scheduled webinar, click the link in the email invitation and "Enter as a Guest" using your own first and last name, and then click on "Enter Room".

If you are new to Adobe Connect you may want to log in at least 30 minutes early as there is usually a facilitator online about 45 minutes early to help out with any issues and to provide a little tour of the environment.



6. When you have logged in, you may have to wait until the session host confirms your entry.

7. Once you are in the session, you will see a screen that looks similar to the one below (there are multiple layouts possibilities)



8. Complete the Audio Set up to ensure that your headset is cooperating. Click on "Meeting" and then "Audio Set-up". Make sure you choose the right microphone from the list.

9. If the Audio Setup Wizard cooperated, you are now ready for your webinar. Feel free to try out the chat feature as well. If the Audio Setup Wizard did not cooperate, you can try the following troubleshooting tips (see below). You may also want to contact your specific webinar support person (there is probably a name in the email you received with the session link).

Audio TroubleShooting Tips:

Check that microphone is not muted or turned down (you want your headset plugged in before you click on the webinar link)

often volume control is on plastic piece on headset wire, volume and mute may be separate controls

Check that your USB headset is fully connected/plugged in to your computer

Make sure that you do not have separate external speakers plugged in

If you do, please unplug them (only if you were having audio troubles)

Check that internal computer volume is not muted

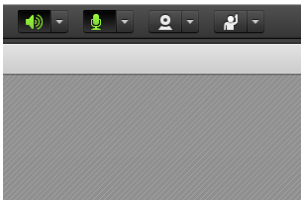
Start → control panel → sound & audio devices (for PC computers)

System Preferences → sound→ input and output tabs (for Mac computers)

Go through Audio Setup Wizard in Adobe Meeting → Audio Setup Wizard

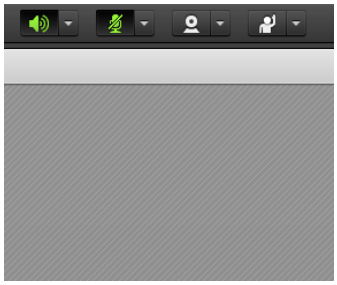
10. If the presenter gives you rights to use your microphone and / or webcam, click on the microphone button to talk to participants. *Adobe Flash Player* will ask you to access to your hardware. Click "Allow".

11. When the presenter gives you rights to access your microphone, click on the microphone button. It will become **green**.



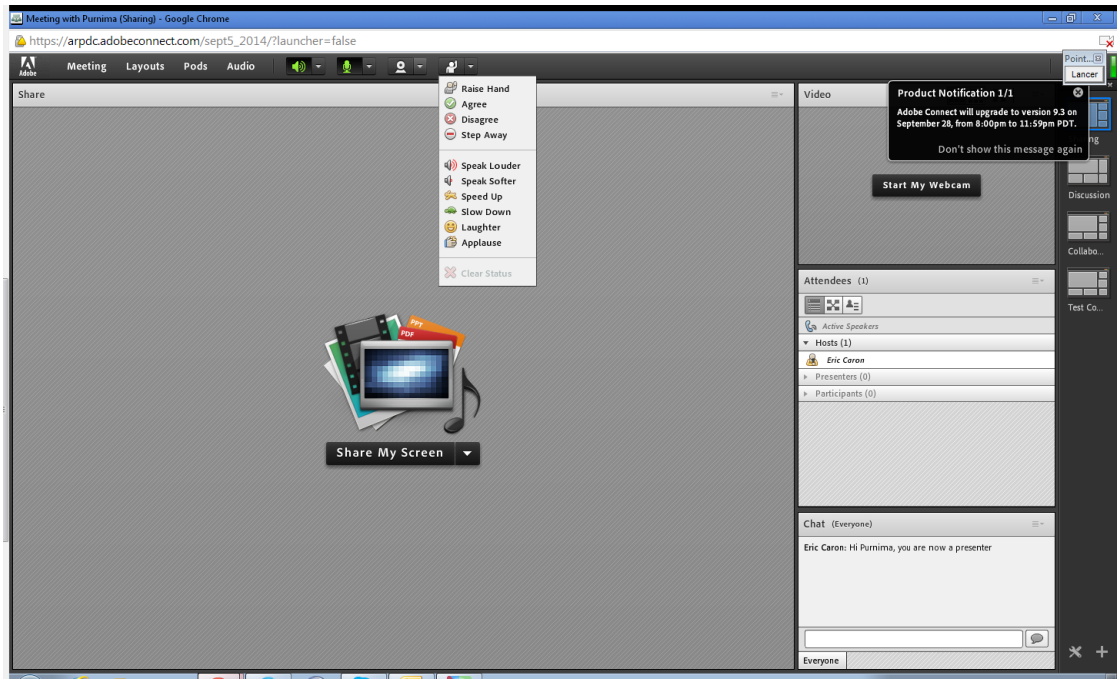
Microphone turned on

12. To turn off your microphone by clicking the button again.



Microphone turned off

13. You can use icons to communicate with the presenter. To activate an icon, click on the triangle beside the "Raised Hand" icon. Then, click on the selected icon. For example, if you need to be temporarily absent, click on "Step Away" icon. To deactivate the icon, click on "Clear Status".


Meeting with Purnima (Sharing) - Google Chrome
https://arpdc.adobeconnect.com/sept5_2014/?launcher=false
Meeting
Layouts
Pods
Audio
Raise Hand
Agree
Disagree
Step Away
Speak Louder
Speak Softer
Speed Up
Slow Down
Laughter
Applause
Clear Status
Share
Share My Screen
Video
Product Notification 1/1
Adobe Connect will upgrade to version 9.3 on September 28, from 8:00pm to 11:59pm PDT.
Don't show this message again
Start My Webcam
Attendees (1)
Active Speakers
Hosts (1)
Eric Caron
Presenters (0)
Participants (0)
Chat (Everyone)
Eric Caron: Hi Purnima, you are now a presenter
Everyone
Point...
Lancer
Discussion
Collabo...
Test Co...