



## How to Participate in a Meeting – User’s Guide

### Participate in an Adobe Acrobat Connect Meeting

Adobe Acrobat Connect is a web conferencing tool that is both MAC and PC compatible which allows users to conduct live on-line classes over the internet. This Guide provides you with the basics of Adobe Connect to ensure that your class meetings are productive and hassle-free. **Before your session: Test Your Computer**

1. It is recommended that you test your computer prior to attending a virtual meeting/class. You can do this by going to [https://admin.adobe.acrobat.com/common/help/en/support/Meet\\_test.htm](https://admin.adobe.acrobat.com/common/help/en/support/Meet_test.htm).

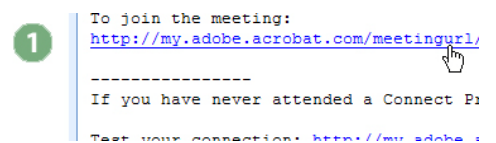
2. The **Connection Test** checks your computer to make sure all system requirements are met. If you pass the first three steps of the test, then you are ready to participate in a Meeting.

**Tip:** The fourth step of the **Connection Test** is for the **Acrobat Connect Add-In** which is only required for meeting Hosts and Presenters. Installing the Add-In is not required, but doing so enhances your On-line experience.

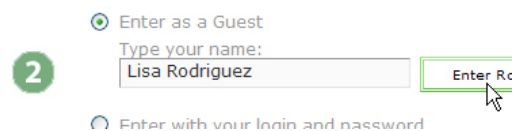
3. If you do not pass the **Connection Test**, perform the suggested actions and run the test again.

### Join a Meeting/Class

1. When the meeting time arrives, click on the link or enter the URL into your favorite web browser.



2. The meeting login screen appears. Enter your name, and click **Enter Room**.



3. If the meeting host is not present in the class the participants will be placed into a waiting room until the hosts accepts them into the room. (Please be patient and wait for entry)

4. Once the meeting host accepts the participant into the room the meeting interface appears.



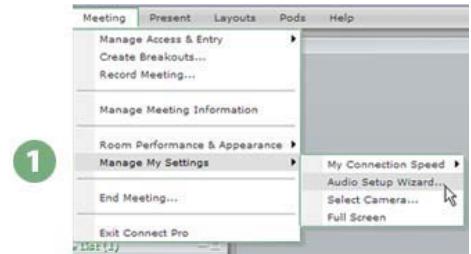


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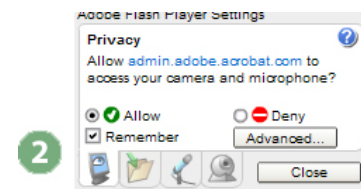
## Using Voice-over-IP (VoIP) for Audio Communication

\* Participants must have a webcam or USB headset to utilize this function and provided you are given microphone access privileges by the Host

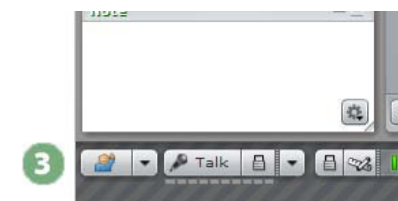
1. Voice-over-IP (VoIP) allows you to communicate with Meeting participants using your computer's microphone and speakers. If you intend to use this feature, it is highly recommended that you first run through the Audio Setup Wizard. To do this, begin by selecting **Meet > Manage My Settings > Audio Setup Wizard...**



2. The wizard guides you through five steps in which you are asked to test your speakers, select a microphone and other options. If you have never used Connect Pro before, you may see a Flash Player settings box asking you for permission to access your camera and mic. Choose **Allow**. If you wish to avoid this step in the future, click the **Remember** checkbox.



3. To begin using VoIP, locate the **Talk** button in the Layout bar. While pushing **Talk** your voice is being broadcast and you should see an indicator next to your name in the participant list. Once you let go of the **Talk** button, your voice is no longer broadcast. If you wish to continually broadcast your voice, click the **Lock** icon.



**Tip1:** If you intend to have multiple students using VoIP at the same time, it is recommended that they install the Connect Pro Add-In and run through the Audio Setup Wizard prior to the Meet.

**Tip2:** Classes that exceed over 20 students may experience poor quality audio and video due to the limited bandwidth.

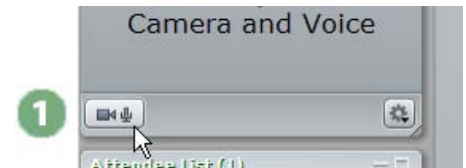


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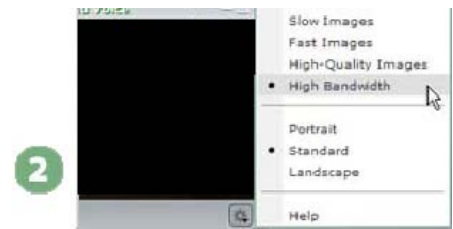
## Sharing Webcam Video

\* Provided you are given video sharing privileges by the Host

1. You can easily share webcam video with Meeting participants. To do this, make sure your webcam is plugged in, and click **Start my camera and voice** in the **Camera and Voice** pod.



2. Once your webcam is being shared, you can change the rate at which your video stream is broadcast to attendees. If Meeting participants are on slower connections (dial-up for example), it is recommended that the camera should be set to **Fast Images** or **Slow Images**. To change this setting click on the Pod Options menu on the lower right hand corner of the pod. **Fast Images** is the default setting.

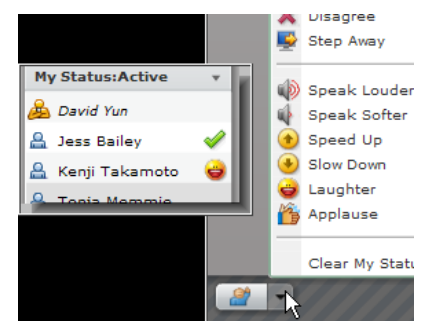


## Change Your Status

Within a Meeting, you can change your status to communicate with other Meeting attendees.

To change your status, open the **Change Status** menu and select the desired status option.

If you select options above the line such as **Raise Hand** or **Step Away**, your status remains until you choose **Clear My Status**. If you choose an option below the line such as **Speed Up** or **Applause**, your status automatically clears itself.



When you set your status, an icon appears next to your name in the attendee list.

**Tip:** If you need to get up from your computer during the course of the Meeting, change your status to **Step Away**. When you do this, an icon appears next to your name letting other attendees know that you are away.



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### Chat with Other Participants

If the Meeting host enables this feature, you can chat with other Meeting participants.

To do this, simply type a message in the Chat Pod as you would in any instant messaging program. Then type **Enter** or click the **Send Message** button to send your message.

You can choose to send your message to all participants, just Meeting hosts and presenters, or if the host enables this, to specific attendees.

In some instances, the Chat Pod serves as an area for you to ask Questions. If this is the case, any messages you submit are sent to Meeting hosts and presenters and do not immediately appear in the Chat Pod.

