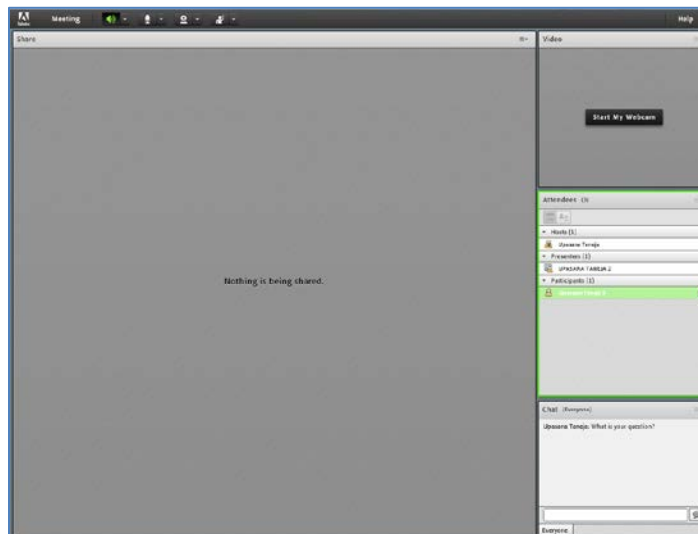


Participating In Adobe Connect 9 Meetings

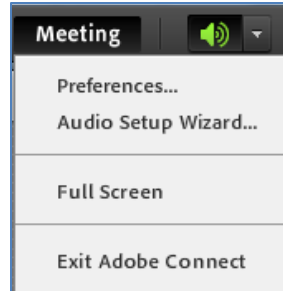
- Attendees join a meeting as a guest or as a registered user, depending on the options chosen by the meeting host. Log in to the meeting room as either a guest if you do not have a username and password for Adobe Connect account or as an Adobe Connect user using the URL you were provided (<http://connect.niu.edu/meetingname/>).
 - Select *Enter as a Guest*. Type the name to be used as your identifier in the meeting and click *Enter Room*.
 - Select *Enter with your login and password*. Enter your login name and password. Click *Enter Room*.



- The meeting host receives your request to join the meeting and can accept or decline it. Once the host accepts your request, the meeting room will open in your browser.



- To view the meeting in full screen click the *Meeting* drop-down menu and click *Full Screen*. Click the *Full screen* button again to restore to normal view.



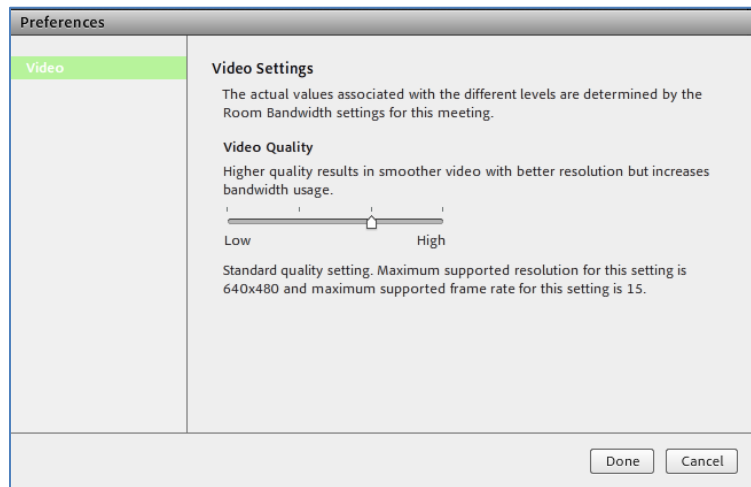
3. Run the *Audio Setup Wizard* to optimize your audio settings. To do this, click the *Meeting* drop-down menu, and select *Audio Setup Wizard*. Follow the steps on the wizard and troubleshoot your headset microphone or speakers if your computer fails any of the tests. Click *Finish* when you are done.


If you have difficulty, see the separate Help document for Advanced Audio Setup.



4. If your meeting host has granted you permission to broadcast video you can adjust quality of your video. To adjust the quality of your webcam video. In the upper right of the Video pod, click the menu icon ≡, and choose *Preferences*. Adjust the Video Quality setting to optimize the tradeoff between image quality and bandwidth usage. For example, if shared screens update slowly, choose a lower Video Quality setting. Click *Done* after setting the video quality.

Participating In Adobe Connect 9 Meetings

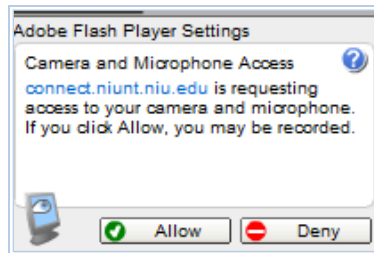
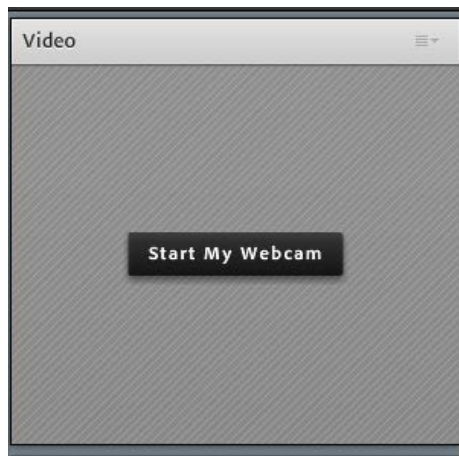


5. To broadcast your video you will need to configure your web camera. Click the Video pod menu  and choose *Select Camera* in the pop-up menu. An Adobe Flash Player Settings window opens, with the Camera tab selected. Select your camera from the drop-down list, then click *Close*.

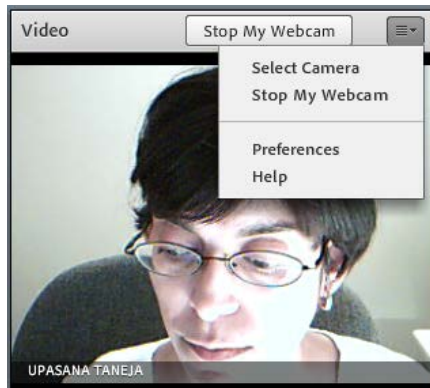





6. Now click the *Start My Webcam* button in the main menu bar or select from the Video pod. The first time you broadcast your video an Adobe Flash Player Settings window will appear. *Allow* request for access to your camera and microphone. In the Video pod, a preview image appears so you can adjust camera position.



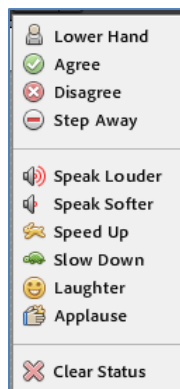
To start sharing your video click *Start Sharing* in the Video pod menu ≡ To stop sharing either click *Stop My Webcam* button on top of Video pod or click the Video pod menu ≡ and select *Stop My Webcam* in the pop-up menu.




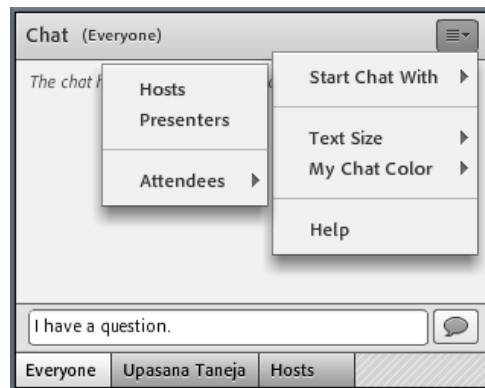
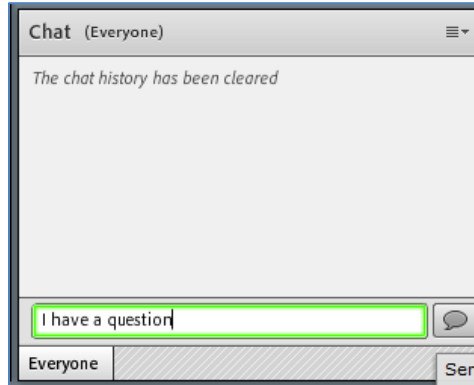
7. If you have a request or a question or would like to indicate your status to the meeting host or presenter click  icon in the Share pod menu bar. Select your status from the drop-down list (e.g., “Raise hand to ask question”). The corresponding icon will appear next to your name on the Attendee List. The host or presenter will see your status and will then respond to your need.



You can change your status by selecting another option from the pop-up menu above. To clear your status click *Clear Status* in the same pop-up menu.



8. If the Chat pod is available, the participants can also use this to communicate with each other, host, and presenter. Type your message in the blank textbox and click the *Send* icon or press enter or return. Your name and your message will then appear on the Chat pod. By default, everyone will see the message. If you wish to send a private message to a specific person (participant, presenter, or host), in the upper-right corner of the Chat pod, click the menu icon  and select the intended recipient of your message. At the bottom of the Chat pod, tabs appear that let you view different conversations.



9. To leave a meeting, click the *Meeting* drop-down menu and select *Exit Adobe Connect*. The meeting window will close.

