

How to Participate in an Adobe Connect Web Conference (Updated 05/05/12)

Before you Begin

You will need a computer with a webcam. If you do not have a built in web camera, we recommend buying a USB Logitech camera. You will also need a connection to the internet. For best results, it is recommended that you use a hardwire connection to the internet, rather than a wireless connection. Adobe Connect supports many operating systems including Windows, Macintosh, Linus and Solaris; it also supports many web browsers including Internet Explorer, Firefox, Safari, and Chrome.

You will need to have Adobe Flash Player version 10.1 or greater. You can test your equipment by following these simple steps:

1. Go to the following url and perform the Connection Test:
http://episcopal.adobeconnect.com/common/help/en/support/meeting_test.htm
2. During the test, it will let you know if you need to install Adobe Flash, or the Adobe "add-in" module. If it asks you to install these, you will need to do so before being able to join a meeting.

Join a Meeting

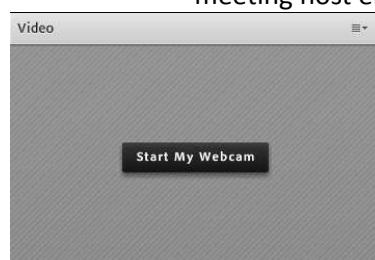
1. You should have received a URL address link for your meeting - <http://episcopal.adobeconnect.com/LDI>. To join a meeting, enter the URL address in your web browser, or click on the link in the email.
2. The meeting login screen appears. Unless you are a host, you will not have a username or password for the Adobe Connect meeting room, so choose **Enter as a Guest**, then **type your name**, and click **Enter Room**.

3. The meeting room launches in your browser. If the meeting host has not yet arrived to the meeting or meeting security requires the host to approve your attendance, you will be placed in a waiting room. Once the meeting host accepts you into the meeting, the meeting room interface appears.



Share Webcam

During a meeting, you will most likely be asked to use your webcam to share video. After the meeting host enables this function, a button will appear in the middle of the video pod.



To share your camera:

1. Make sure your webcam is plugged in, and not being used by another program, like Skype. When ready, click the **Share My Webcam** button.
2. Adobe Flash may prompt you for permission. If this is the case, **click allow**, and then click close.
3. A webcam video preview appears. If you're happy with the preview, click **Start Sharing** to share your video with all participants.



Turn on the Audio

The host of the meeting will start the audio. At that point, a window will pop up giving you three choices. Most web-conferences (highly interactive) will use option 1 with option 2 as a backup.

1. Select **Dial-out (Receive a call from the meeting)**, and enter your phone number. Click **Connect**. At this point, your phone should ring and you will be connected to the audio portion of the meeting.
2. If for any reason step 1 does not work, an alternative method is to call into the audio conference. Select **Dial-in to the meeting via phone or other device**. Call [\(800\)832-0736](tel:(800)832-0736)
3. Select **Using Computer**. You should now talk through the microphone built in to your web camera and hear through your computer's speakers or hear and talk using a headset.



Attendee List and Status



The Attendee list lets you see everyone who is participating in the meeting. To the right of the name, you will see a telephone to indicate audio participation, and other status information.

Status: You can let people in the meeting know you have something to say, agree/disagree, or need to step away from the meeting. You can also communicate to the speaker(s) asking him or her to speak louder or softer, speed up or slow down, as well as indicate laughter or applause. To use status:

1. Go to the menu on the far right, (the icon looks like a person) and click on the down arrow.
2. Select the appropriate status and click enter. It should show up by your name.

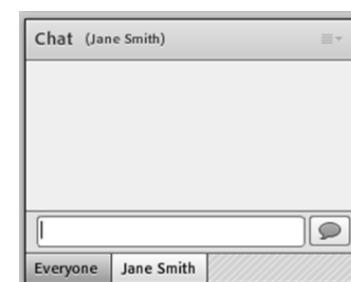
You can **clear your status**:

1. Go to the menu on the far right, (the icon looks like a person) and click on the down arrow.
2. Select **Clear Status**.

Chat

Public Chat: to send a message to everyone, simply **type your message** in the chat pod and **hit enter** or click the send icon.

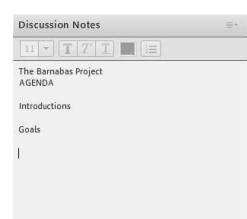
Private Chat: If the meeting host has enabled private chat, you can send messages to a specific attendee. To do this, hover over the name of the attendee with which you would like to chat, and select **Start Private Chat**. Alternatively, you can use the Pod Options menu in the top right hand corner of the pod to select an individual or group by clicking **Start Chat With**.



Private chat messages show up in additional tabs to make it easy to distinguish between private and public chat. Once a chat has started, you need only select the tab, and then type your message and hit return.

Please note that only hosts and presenters have the ability to clear chats.

Note Pods



The meeting hosts will “layout” the room with various pods like the Attendee List Pod, Camera Pod, Chat Pod, etc. Note pods can be used for displaying agendas, taking notes, and collaborating on writing. A host can give you rights to type in Note pods. Click anywhere in the Note pod, and start typing. Use the controls on the top to format your text. You can change size, style, and color. You also have the option of creating a bulleted list.

File Share

The file share pod is used to hold, store and share files. To download a file:

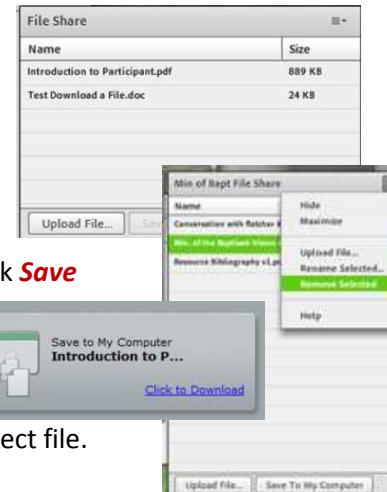
1. Select the file you want to download.
2. Click **Save to My Computer**. A browser window should appear. (If it does not appear, click on your browser).
3. Click the **Click to Download** link.
4. Click **Save**, and navigate to the desired location, and click **Save** again.
5. Click Close.

The host can give you rights to upload a file:

1. Click **Upload a File**. Navigate the dialogue box. Select file.

To remove a file:

1. Select the file that you want to remove.
2. In the upper-right corner of the pod, click the menu icon.

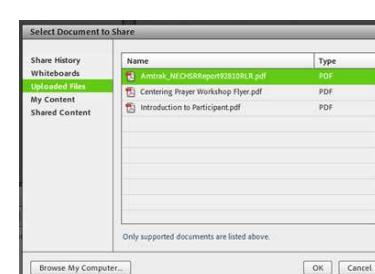


Sharing a Document



The host can give you the rights to share a document during the meeting. To do so,

1. Click down arrow to the right of **Share My Screen**, and then choose **Share Document**.
2. Navigate to the file you want to share



Useful Links

- Testing Your Equipment http://episcopal.adobeconnect.com/common/help/en/support/meeting_test.htm
- Update Flash - <http://get.adobe.com/flashplayer>
- Adobe Documentation - How to topics- http://help.adobe.com/en_US/connect/8.0/using/WS4826BC5C-A162-4a1b-9631-E25F67D34069.html