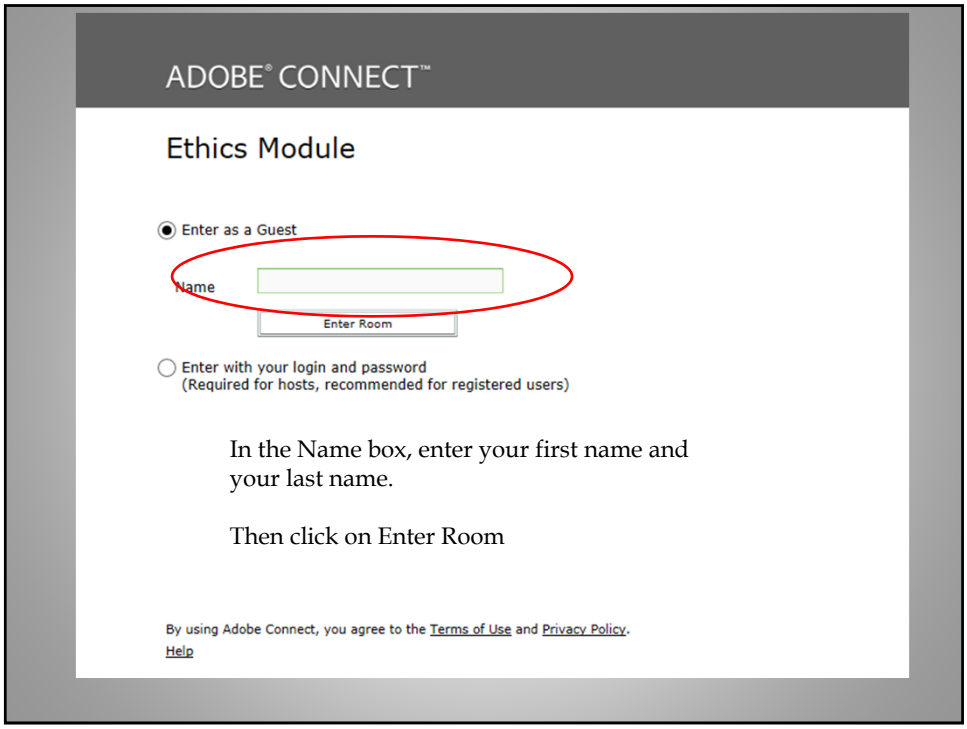
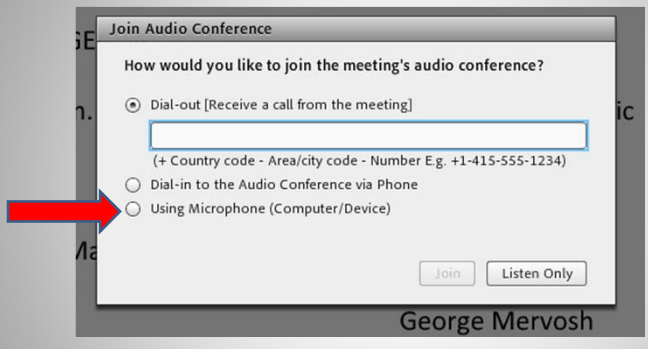


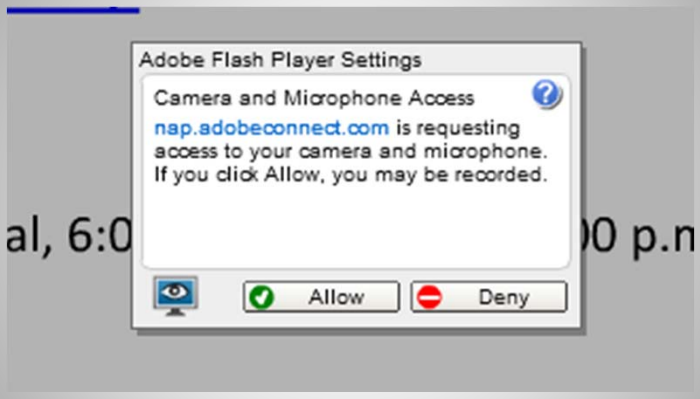
In the Name box, enter your first name and your last name.

Then click on Enter Room

Choose the option "Using microphone"



Choose Allow

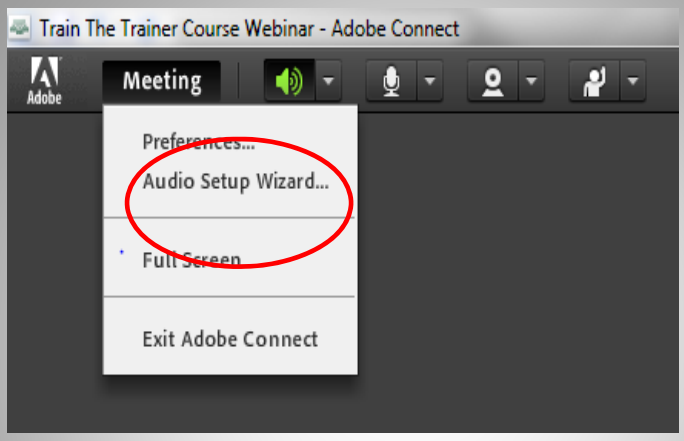


Click on Meeting

At the top of your Adobe Connect meeting room there are a number of icons that control your audio visual connections. There is also the "raise hand" feature that participants can use in several ways.

<click>

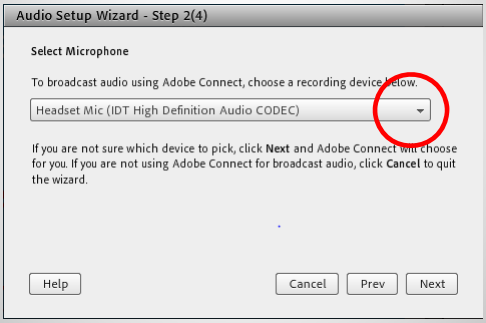
To the left of those icons is the word "Meeting." Clicking on that word bring up this menu: <click>



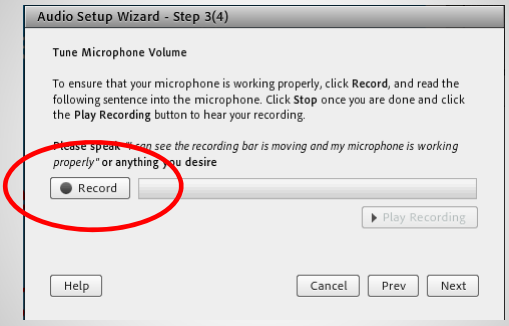
Click meeting and choose <click> "Audio Setup Wizard" to check your audio settings. It is important to do this EVERY TIME you begin an Adobe Connect meeting, especially if you ever connect different devices to your computer, and/or if you use your microphone or webcam with other programs like skype or GoToMeeting.

In the wizard, first click on the "Play Sound" button <click>. You should hear music playing. If you do, click on the "Next" button

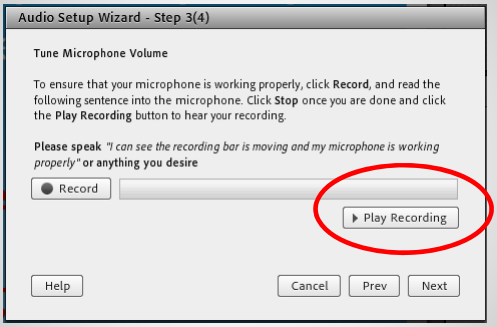
The next screen is critical. Use it to select the microphone you want to use for the meeting <click>. Click on the down arrow, and you will see a list of every microphone for which you have a device driver loaded. Some of them may have strange names that you don't recognize. Choose the one you think is the best option. If the test on the next page doesn't work, come back and choose a different one.

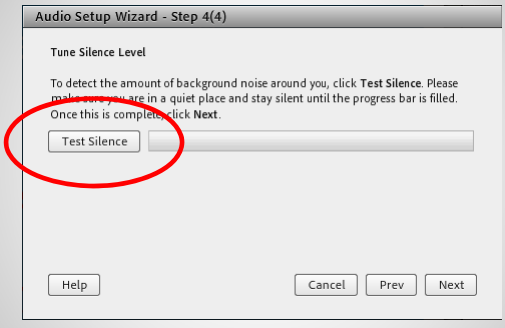


On the test page, click on the word "Record" <click>. When the dot turns red, say something. You should see the meter actuate in the middle of the screen. Click to end the recording.



Then choose to play it back <click>. If you can hear yourself and the recording is clear and strong, click next. If not, go back to the previous screen and choose a different microphone.



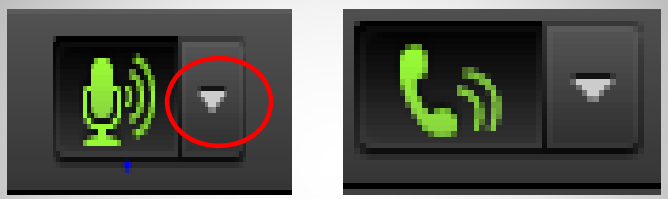


Depending on how the meeting was set up by the host, the microphone icon may initially be this one (of a telephone receiver) instead of the microphone icon. If so click on it,

And you will see this screen. Choose "Using Computer," and then click "Join" to change over to the other icon.

Or, if at this point you were unable to make a microphone work correctly and you want to join by phone, <click> choose "Dial out," and you will have the option of entering the phone number that you want the computer to call. In a few seconds, that phone will receive a call from Colorado.

Whichever way you join the meeting, when your sound is connected, the icon should turn green to indicate that a device is active.



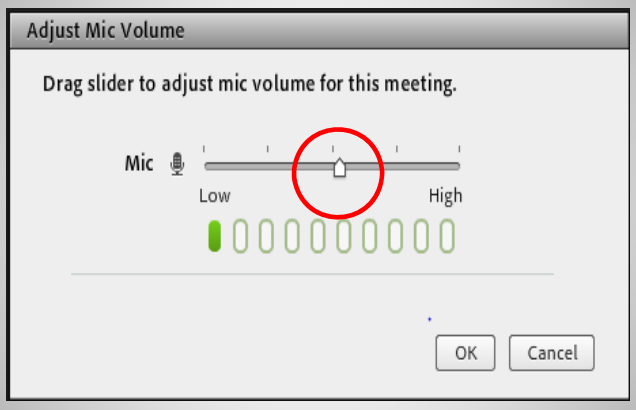
If you are using a microphone connected to your computer <click>, the pull down menu will have an option for adjusting the microphone volume if necessary.

The next two buttons are for your webcam and for managing discussion.

Use the drop down menu next to the camera icon to enable your webcam. For best results it's best not to have too many webcams enabled at one time.

The icon showing a person with a raised hand has a drop down menu that allows raising and lowering hands. Use this for recognition and for votes that require more than a majority.

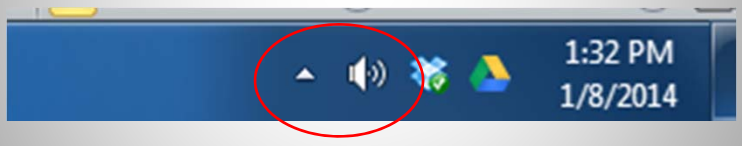
To adjust your volume, just drag the slider <click> to the left or right.



Also, if you click once on the microphone when it is green, it will "mute" the microphone. Clicking once on the muted microphone unmutes it.

It is helpful to keep your microphone muted when you aren't speaking. It reduces the "echo" effect that is created by your microphone picking up the sound of other people speaking and re-broadcasting it with an additional delay.

That is also why it is helpful to use earbuds or a headset instead of your regular computer speakers.

Finally, in the lower right of your system screen, there is an icon for sound.

Click on that icon and be sure your sound is adjusted to a high enough level.