Participant Guide
Getting started with Adobe Connect 10

Adobe Connect is a web conferencing platform for web meetings, eLearning, and webinars.

Adobe Connect Services support is available 24/7 at **1-800-422-3623**. Please provide Adobe with the meeting URL for assistance.

Equipment needed for using Adobe Connect:

- A computer running Mac OS X 10.11, 10.12, 10.13, 10.14 or Windows 10, 8.1 (32-bit/64-bit) or newer with a minimum of 8GB of memory, 16GB is preferred.
- Webcam (If your webcam is not built-in then we recommend that you purchase a Logitech webcam model C615. Microsoft webcams are not supported.)
- USB headset (If you don't have a USB headset, we recommend that you purchase a Plantronics Audio .628 USB headset.)

First, go to https://www.mozilla.org/en-US/firefox/new/ to download and install Firefox.

A Wired Broadband (Cable/DSL) Internet connection is required. **A Wireless connection is not recommended**. To test your Internet speed, go to https://www.speedtest.net. You should have at least a download and upload speed of 2 Mbps. A faster Internet connection is always preferred.
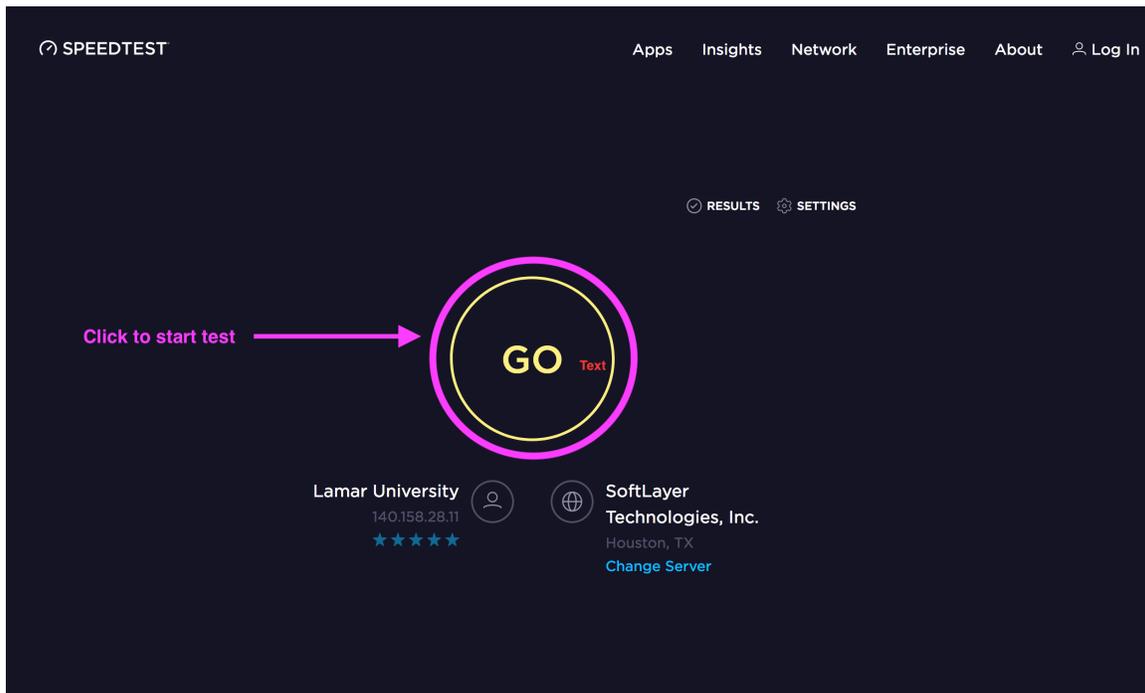
Other people that are using the Internet in your household will reduce your connection speed. Examples are streaming movies and online games. Make sure you do not have any other programs running. For example: email client, Dropbox, Skype, etc.

Now open Firefox and go to
https://lamar.acrobat.com/common/help/en/support/meeting_test.htm
and run the Diagnostic Test. Make sure that the Adobe Connect application is installed. install and is up to date. You should do this every time that you have a meeting to ensure you will have a successful meeting.

If you are using Flash, clear your Flash Cache by going to going to
https://tinyurl.com/clearadobecache

Click on Delete all sites. Then click **Confirm**.

Next, click on the second tab in this window. I have highlighted this one in red. Now move the bar that the arrow is pointing at to the right so that it says **Unlimited**.

Global Storage Settings panel

Adobe® Flash® Player Settings Manager

Global Storage Settings

Specify the amount of disk space that websites you haven't yet visited can use to store information on your computer.

☐ Unlimited

☐ Never Ask Again

☑ Allow third-party Flash content to store data on your computer.

☑ Store common Flash components to reduce download times.
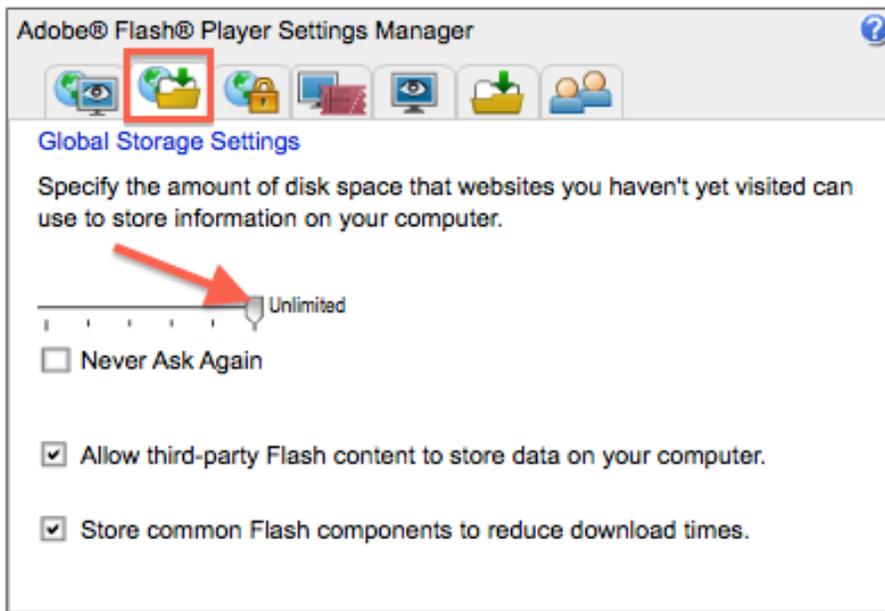
Next, go to the URL that your instructor said to use. You will then see this screen.

Adobe Connect

My meeting room

LAMAR UNIVERSITY

Type in your first and last name

Guest | Registered User

Name

Type here

By entering a Name & clicking "Enter Room", you agree that you have read and accept the Terms of Use & Privacy Policy

Next click on Enter Room

Enter Room
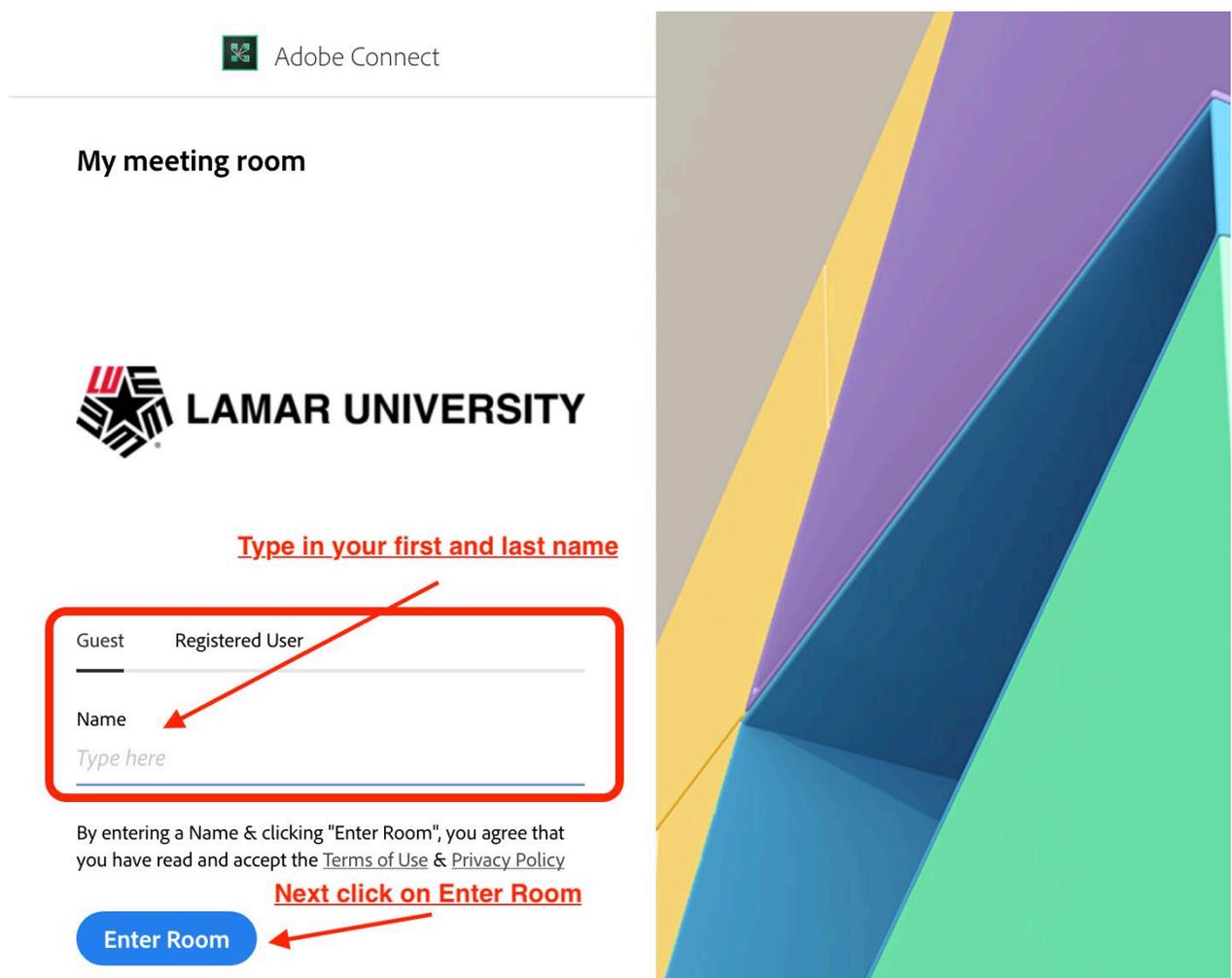
Once you are in the room, click on Meeting, down to Audio Setup Wizard, and follow the instructions.   Now you are ready to start your meeting.

Starting Your Audio (*Available only if instructor enables your microphone.*)

To start your audio, click on the microphone icon and it will change from white (OFF) to green (ON). If you have used the audio setup wizard, the USB headset microphone should be selected. If not, select the USB headset microphone by clicking on the down arrow next to the microphone icon. Then move your cursor down to **Select Microphone** and select the USB headset microphone. Remember always mute your microphone after you have finished speaking.
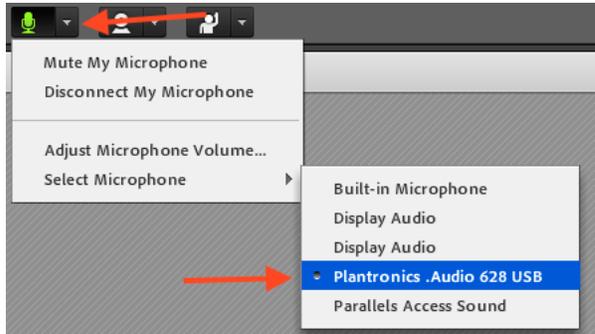
Starting Your Webcam (*Available only if instructor enables your Webcam.*)

To start your Webcam, click on the Webcam icon and it will turn from white (**OFF**) to green (**ON**). By default, you will be in preview mode. You will then see your video in the video pod. If you do not see your video, click on the arrow next to the Webcam icon. Then move your cursor down to **Select Camera** and select your Webcam. Finally, click on **Start Sharing** and your video will begin to show to everyone in the room.
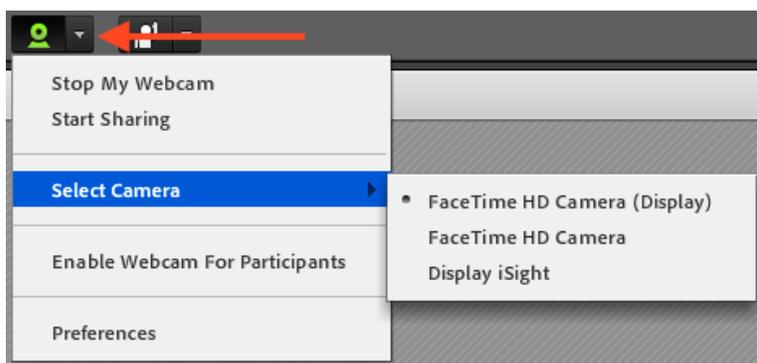
**Sharing PowerPoints, PDF documents and MP4 Videos (*Available only if allowed by the instructor.*)**

Your Instructor (Host) will have to create a new **Share Pod** you. After the Share Pod has been created, click on the down arrow next to "Share My Screen". Then move your cursor down to "Share Document".

Next click on "Browse My Computer" and select your PowerPoint, Adobe PDF or MP4 video file that you want to share.
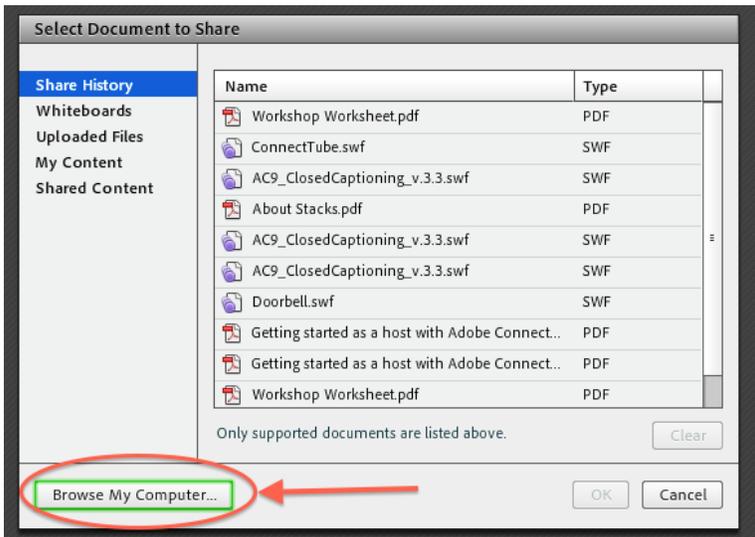
You will then see the screen of your file uploading to your Adobe Connect Room.
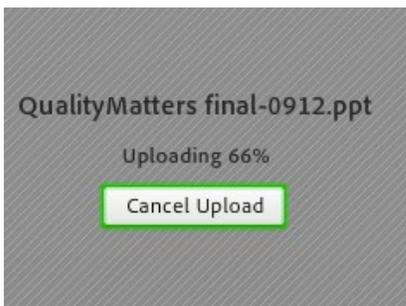
Finally, you will see your PowerPoint, PDF, or MP4 video on your screen. After a document has been uploaded to your room, you will not need to upload it again unless you have made changes to the original document. You should always try to upload PowerPoint presentations, PDF, or MPG4 files prior to your meeting. ***Note that MPG4 video files can be very large and should be uploaded using a high-speed network connection.***

To move to the next slide on a PowerPoint presentation, click on the right arrow; to move back to the previous slide, click on the left arrow. The arrows are located on the bottom left-hand side of your PowerPoint presentation.

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