Attending an Adobe Connect Meeting for the First Time

Prior to Entering the meeting


This will check the computer you are using is correctly setup for Adobe Connect. If the Flash player or the Add-in are needed you will be guided to install them.

Important:
- You must get 4 ticks for Adobe Connect to work
- if Flash or the add-in is needed you should close the meeting and re-enter once they are installed

2. Connect you headset with microphone

Some headsets have a single connector that plugs in to a USB port. Others have two connectors (one green and one pink usually) which plug into the computer. The two connectors will either be colour coded green and pink to match the computer plug in slots or will have printed symbols denoting microphone or headphones.

Ensure these are plugged in correctly and turned on if they have a volume switch

Access the room

1. Go to the URL or web address for the meeting room (or use the link provided in your course site)
2. Select Enter as a Guest
3. Type your name

4. Click Enter Room
On entering the meeting room....

Run the Audio Wizard

If you do not get sound or your microphone is not working when you run the Audio Setup Wizard then get assistance.

Common problems include:

<table>
<thead>
<tr>
<th>Issue</th>
<th>Solution</th>
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| No sound or microphone  
- Flash or Add-in not installed |  
- Run **Trouble shooting** under Help  
- Re-run the audio wizard and ensure you ALLOW the add in when prompted. |
| No Microphone  
- Microphone is defaulted to the built in microphone of your computer | **In Windows 7**  
1. Right Click on the Volume Icon in the task bar on the right hand side  
2. Select Recording devices  
3. Click on your headset  
4. Select your headset/device as the default  
5. Apply  
6. Click Ok  
7. Close the window  
**Windows XP**  
This very short video may help  
http://webconf.det.nsw.edu.au/microphonesetup  
Check your headset and ports |
| - Sound & Microphone (dual plugs) are in the wrong ports | Run the Audio Setup Wizard **EVERY TIME** you enter a meeting room or settings on your computer change.