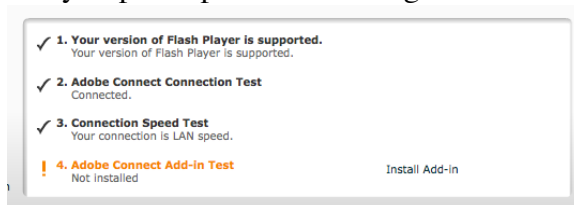


# Adobe Connect

## Quick Start Guide for Participants

### Attend an Adobe Connect Meeting

1. We recommend that you test your computer prior to attending a meeting at:  
[http://admin.adobeconnect.com/common/help/en/support/meeting\\_test.htm](http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm)
2. The **Connection Test** checks your computer to make sure all system requirements are met. If you pass the first three steps of the test, then you are ready to participate in a meeting.



3. Join the meeting by clicking on the link you were given by the meeting host. The meeting will launch in your browser.
4. Choose **Enter with your login and password**.  
**Login:** Type in your ECU user name.  
**Password:** Type in your ECU password.  
Click **Enter Room**.

Enter as a Guest  
 Enter with your login and password

Login

Password

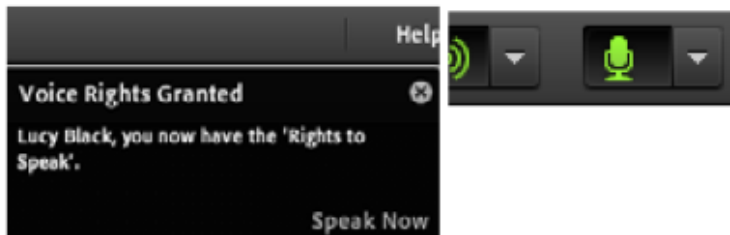
[Forgot your password?](#)

Remember me

# Edith Cowan University

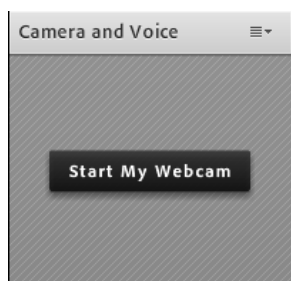
## Meeting audio

1. You can hear meeting audio through your computer speakers. If a meeting attendee is speaking using VoIP, you will see a microphone icon next to their name.
2. In some cases, meeting hosts may give you the ability to broadcast audio using VoIP. When this is the case, a dialog will alert you that you have the rights to use your microphone. Clicking the **Speak Now** link will activate the microphone icon in the **Application Bar** at the top of your screen.



## Sharing your webcam video

1. The meeting host may ask you to use your webcam to share video. When this is the case, a button enabling you to share your webcam will appear on the video pod. To share your camera, make sure your web cam is plugged in and click the **Share My Webcam** button. Adobe Flash may prompt you for permission. After granting permission, a webcam video preview appears. If you're happy with the preview, click **Start Sharing** to share your video with all participants.



# Edith Cowan University

## Change your status

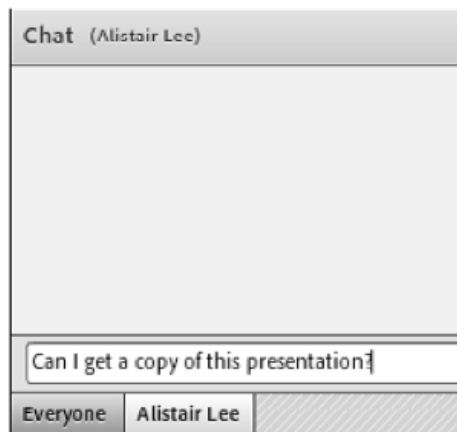
1. Within a meeting, you can also change your status to provide feedback to the presenter and other attendees. To change your status, click the arrow on the **Status Options** dropdown list on the **Application Bar** and select your desired status option.



2. If you select an option above the line such as **Agree** or **Step Away**, your status remains until you choose **Clear Status**. If you choose an option below the line such as **Speed Up** or **Applause**, your status automatically clears itself after a number of seconds.
3. When you set your status, an icon appears next to your name in the **Attendees** pod.

## Chat

1. To send a message to everyone, simply type your message in the chat pod and hit enter or click the send icon.



2. If the host is using a **Q&A** pod instead of a **Chat** pod, then all messages are moderated and private chat is not available.