

# Adobe Connect

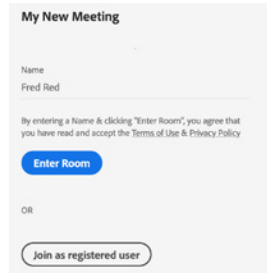
## Visual Quickstart Guide for Participants



### Join a meeting

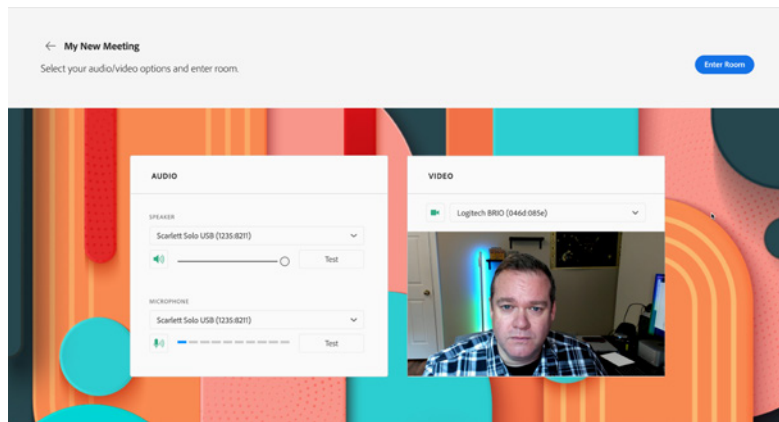
Adobe Connect rooms have persistent URLs, so they're always available in the same location.

1. If you have received an email invitation with the meeting URL, you can click on the link or enter the URL into your favorite web browser.
2. The meeting login screen appears. If you have credentials for the room, click **Join as a registered user**. If not, enter your full name, and click **Enter Room**.



### Entry screen

Prior to entering the room, you'll have an opportunity to connect your speaker, microphone, and camera. Note that the Video dialog may not be available if the host has not enabled video for participants.



Take a moment to ensure the correct speaker is selected and the icon is green. You can test your speaker by clicking on Test. You can also select the microphone you'd like to use and choose whether you will enter the meeting muted or not. Click the microphone icon to mute and unmute yourself. The icon will be red when muted. Note that the host may not have enabled microphone rights for participants in your session.


You can also select your camera if it's available and choose whether you want to enter the session with your webcam on or off.

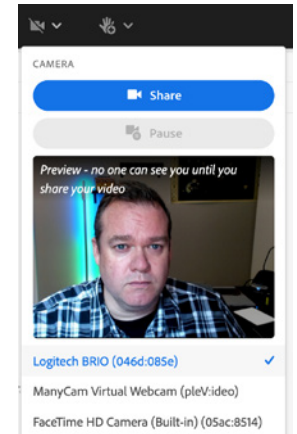
### Meeting audio

Meeting hosts have control over how the audio portion of your meeting is conducted. They can choose to use Voice-over-IP (VoIP), Integrated Telephony, or Universal Voice (a non-integrated teleconference).

### Share webcam video

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 webcam is plugged in and click the **Webcam** button. Your browser may prompt you for permission. After granting permission, a webcam video preview appears. If you're happy with the preview, click **Share** button to share your video with all participants.

You can also click the webcam icon  in the **Application Bar** to select your camera or pause your stream.



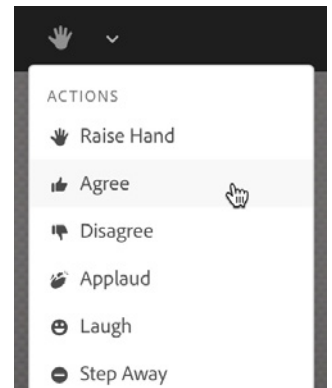
### Change your status

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.

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.

When you set your status, an icon appears next to your name in the **Attendees** pod.

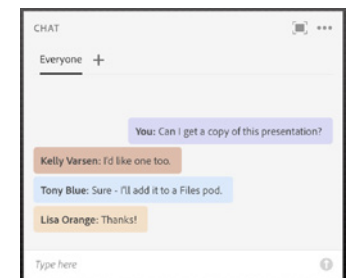


### Chat

To send a message to everyone, simply type your message in the chat pod and hit enter or click the send icon. Use the Pod Options menu (ellipsis in top-right) to set your chat color or change the text size.

If the meeting host has enabled private chat, you can send messages to a specific attendee or group within the meeting. To do this, use the Attendees pod to hover over the name of the attendee you'd like to chat with, and select **Start Private Chat** or click the + icon in the chat pod. Private chat messages show up in a separate tab.

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.



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The screenshot shows the Adobe Connect interface with several key areas highlighted by red lines and labels:

- MEETING MENU**: Located at the top left, containing "My New Meeting" and a dropdown arrow.
- AUDIO**: Located at the top center, containing a speaker icon and a dropdown arrow.
- STATUS**: Located at the top center, containing a microphone icon and a dropdown arrow.
- HELP**: Located at the top right, containing a question mark icon.
- EXIT**: Located at the top right, containing a red 'X' icon.
- SHARE POD**: Located on the left side of the main content area, containing a "SHARE" button and a "Nothing is being shared" message with a list of shareable content types.
- VIDEO POD**: Located on the right side, containing a video feed of a participant named "Tony Blue".
- ATTENDEES POD**: Located on the right side, containing a list of participants categorized into Hosts, Presenters, and Participants.
- CHAT POD**: Located on the right side, containing a chat window with messages from "Pat Green", "Kelly Yellow", "You", and "Tony Blue".

**SHARE POD**

- Screen share
- Whiteboard
- Document share
  - Powerpoint
  - PDF
  - Images (JPG,PNG)
  - Video (MP4)
  - Audio (MP3)
  - Custom Apps

**VIDEO POD**

- Sharing Webcam
- Pause live camera
- Grid & Filmstrip modes

**ATTENDEES POD**

- Hosts, Presenters & Participants

**CHAT POD**

- Public & private chat

### Learn More

You can find additional resources by visiting the Adobe Connect User Community at [www.connectusers.com](http://www.connectusers.com)

