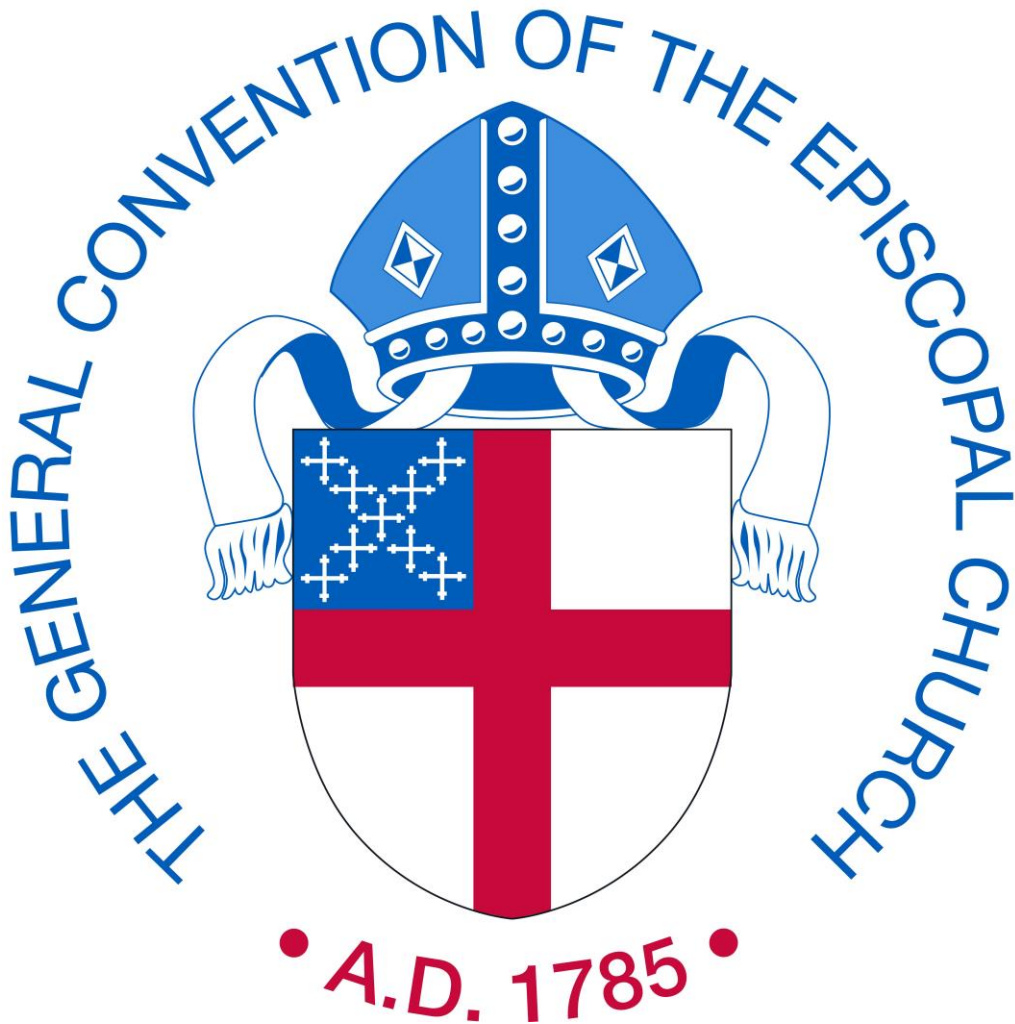


Adobe Connect

Participant Access Guide



Updated: 12/23/15

Before you Begin:

The following are the system requirements needed to fully participate in an Adobe Connect meeting

- A computer
- Web camera
- High-speed, hard-wired internet connection
- Landline telephone.

Adobe Connect supports many operating systems, including Windows, Macintosh, Linux and Solaris. It also supports many web browsers including, Internet Explorer, Firefox, Safari and Chrome.

You will need to have Adobe Flash Player version 11.2 or higher installed on the computer you will be using. You can test your equipment by following the steps below:

- 1) Go to the following link to perform a “Connection Test”:
http://generalconvention.adobeconnect.com/common/help/en/support/meeting_test.htm
- 2) The test will notify you if you need to install Adobe Flash, or the Adobe “add-in” module. If it asks you to install these, you will need to do so before you can join the meeting.

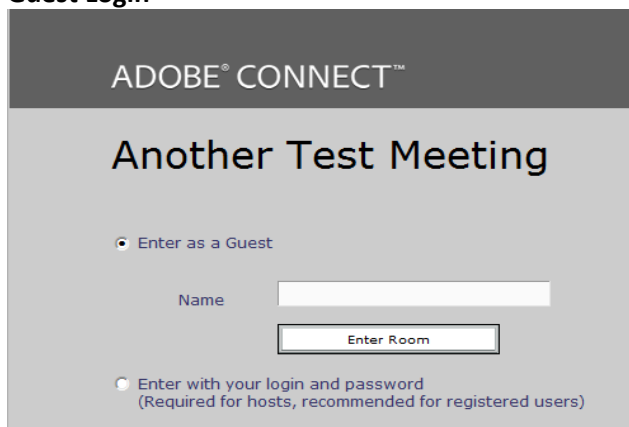
Joining a Meeting:

You will receive a meeting notification, which will include instructions to access both the teleconference portion of the meeting and the web-based portion of the meeting. You will need to start by dialing into the telephonic portion of the meeting by dialing the phone number provided and enter in your passcode. We recommend you begin this process at least 5 minutes before the start of the meeting.

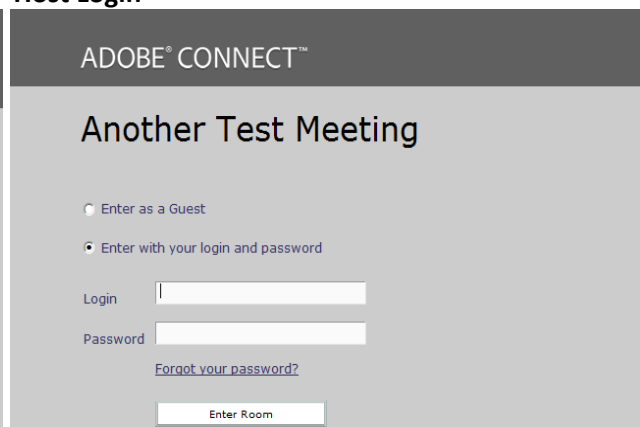
In addition, you will receive a URL address for your meeting. To join the meeting, enter the URL address in your web browser. An example of a meeting room URL is <http://gcoccab.adobeconnect.com/training>

The meeting login screen will pop up. You will have the option to enter as a “Guest” or to enter with “Login and Password”. Unless you are the assigned primary group host, you will login as a guest. Simply type in your name and click “Enter Room”.

Guest Login



Host Login



The meeting room will open. If the host has not yet arrived to the meeting then the meeting room may not yet be available and you will see a message that says “The host has ended the meeting. Thank you for attending”. If this happens, close the application and try to open it again. Once the host opens the room, you will be able to access it.

Turning on your Webcam:

If you see a box or “Pod” with the Title, “Video” you should be able to turn on your web camera so the group can see you. Follow the instructions below to turn on your web camera.

To share your webcam:

- 1) Click the “Start My Webcam”* icon
- 2) A webcam preview will display. To activate your webcam so others can see you, click “Start Sharing”.

Note that you may be prompted by Adobe Flash for permission to access your webcam. If so, click the “Allow” box and “Close”.

*If you do not see this icon, it means that the host has not activated web camera access for attendees. Ask the host to activate this feature.

