



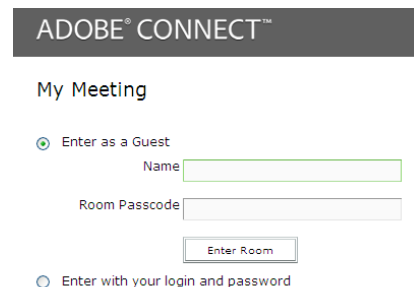
Attending a Meeting in Adobe Connect (External Users)


This document is intended for Adobe Connect users who do not have an IMSA user account.

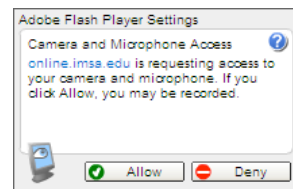
1. Before the scheduled time for the meeting, please open your web browser and go to https://online.imsa.edu/common/help/en/support/meeting_test.htm.
 - a. This page will run an automatic test to make sure your system meets the requirements. If the test results indicate that you do not have flash player installed, please install it or contact your technical support for assistance. If the test results indicate that the Adobe Connect Add-in is not


installed, click the “Install Add-in” button. 

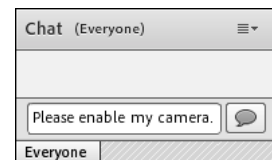
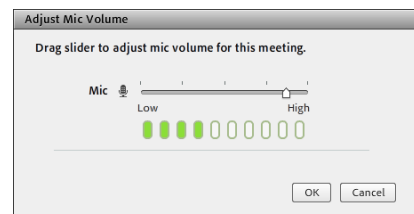
2. Open a web browser window and go to the meeting URL that was provided to you in the invitation to the meeting.
3. Select “Enter as a Guest,” enter your name, the Room Passcode that was provided in the email invitation, and click the “Enter Room” button. The Adobe Connect window will come up. On remote connections this could take several minutes.
4. Before you can enable your microphone, the meeting host must approve it. To request that your microphone be enabled, click the Raise Hand button  at the top of the window. Once the meeting host has approved it, a microphone button  will appear in the menu bar at the top of the screen. You can now turn on your microphone by clicking the microphone button in the menu bar at the top so that it turns green. Confirm that you want to allow the server to access your camera and microphone by clicking the “Allow” button in the Adobe Flash Player Settings window as shown at the right.



5. To adjust the microphone volume, click the down arrow button just to the right of the microphone button.  then pick “Adjust Mic Volume...” from the menu that pops up. A window will come up titled “Adjust Mic Volume.” Move the slider to the right or left to increase or decrease the volume. Speak while doing this and watch the green scale. Adjust the slider until the sound quality is good and the green scale does not go all the way across.



6. To request that the webcam be enabled, type a message in the “Chat” section of the window, also known as the “Chat Pod.” Once the meeting host has approved it, a webcam button  should appear near the top of the window. To turn on the webcam, click the webcam button. A preview will come up in the video section of the window, also known as the “Video Pod.” Click the “Start Sharing” button to allow other users to see you.
7. To exit the meeting you can click the “Meeting” menu then “Exit Adobe Connect.” You can also just close the window.



This document only covers very basic usage of Adobe Connect. More advanced functions will be covered in other documents.

