Durham Tech's Adobe Connect STUDENT Start Guide (5/23/12)

Before your Meeting: Test your Computer Set-up or go to:
http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm

1) Make sure your **headset** is plugged in or your **speakers** are turned on
2) Check the **volume** on your headset or for your speakers
3) Recommended for the best experience: use a headset, if available

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Find your Meeting web address in Blackboard or Meeting invite email

1) **Find the web address (underlined link)** for your Adobe Connect session:

   a) In **Blackboard:**
         i) Logon to Blackboard or go to: http://blackboard.durhamtech.edu/
         ii) Click on your **Blackboard course link**
         iii) Navigate to and click on the **web address** provided by your instructor to your Adobe Connect online meeting

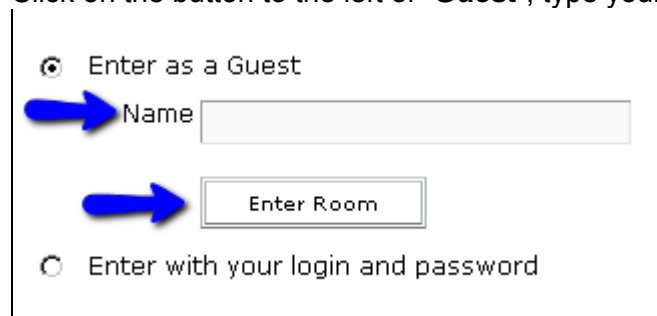   b) In an **email from your instructor:**
         i) In **ConnectMail**, look for an email that starts with the subject: "Adobe Connect - Meeting Invitation"

         ii) In the **email**, look for the text "To join the meeting"; click on the web address that starts with: http://durhamtech.adobeconnect.com

2) If you're asked to install the "Adobe Connect Add-in", click "Yes"

3) You'll see the **Durham Tech Adobe Connect** web page
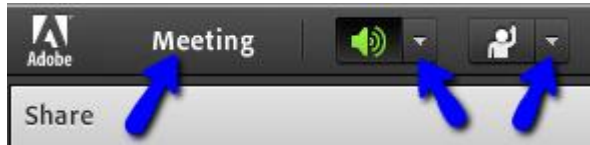

To Logon to your Meeting:

Click on the button to the left of "**Guest**"; type your name, click on the "**Enter Room**" button

To Adjust your Audio:

1) At the top left of your meeting window, you'll see a menu, with three items:

2) Click on the **Meeting** menu item: click on "**Run the Audio Set-up Wizard"**

3) To the right, beside the **speaker icon**, click on the down arrow, click on "**Adjust Speaker Volume**". Click on the volume icon and drag it left or right; click on OK when done.

What can Students do in a Meeting?

1) **Chat:** In the Chat box/pod, type in your message and press **enter**

2) **Update your Status:** On the Meeting menu, beside the **person raising their hand icon,** click on the down arrow, and **click on your status**. If you click on Step Away, you can later click on the "Clear Status" choice to make it known you've returned

3) **Download Files (if provided):** In the **Files** box/pod:
    a) Click on a **file name**, below it, click on the button "**Save to My Computer**".
    b) The download file link will open in a **new** browser window or tab. Look beside the Windows "Start" button on your task bar; click on the button for your web browser.
    c) In your **web browser**, click on the link "**Click to Download**"; click on "Open" or "Save" and finally click on "OK".
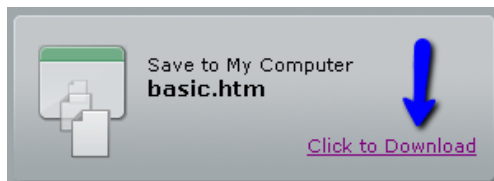
    d) **When done**, on your task bar, click on your Adobe Connect meeting button

4) **If your instructor makes you a presenter or host**, you'll see the **Share My Screen** Icon
    a) If you click on the "**Share My Screen** " drop down arrow**:**

    b) Click on **Share My Screen** again
    c) Click on **Your Desktop** (to show your every move)
    d) Click on the **Share** button
    e) **When done,** on your task bar, click on the Adobe Connect meeting button; click on "**Stop Sharing**":