

## Adobe Connect Quick Start Guide

Adobe Connect enables you to hold online meetings with people at distant locations. You can chat using headsets (microphone plus headphones) and even see each other if you have a webcam. You can also show PowerPoint slides, upload and share files, vote on instant polls, view remote screens, edit documents, and draw on a shared interactive whiteboard.


Adobe Connect only requires a standard web browser with the Adobe Flash plugin, so there is no need to download and install any additional software. It works on Windows PCs and Apple Macs.

Online support pages: <http://www.soton.ac.uk/isolutions/computing/elearn/adobeconnect>


### How do I enter a meeting?

1. Click on the link in your email invite – or just type it into your web browser e.g. [http://connect.soton.ac.uk/careers\\_cj201009](http://connect.soton.ac.uk/careers_cj201009)

### What if nobody can hear me?

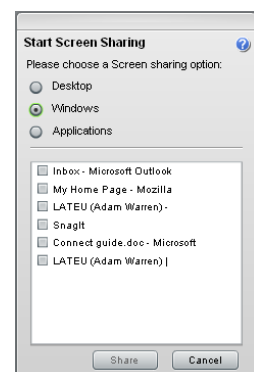
1. Locate the **Talk** button at the lower left of your screen: 
2. Make sure that you either click and hold the **Talk** button each time you speak or click the adjacent **padlock** icon to enable more natural ‘hands-free’ talking. If there are only a few people in the meeting, we recommend using ‘hands-free’ mode.
3. The first time you do this in a meeting, a dialog box will pop up – click the **Allow** button to activate your microphone.
  - If your headset does not work, select **Audio Setup Wizard** from the **Meeting** menu.

### How do I turn my webcam on?

- The person running the meeting will need to give you permission to use your webcam.
1. Select the **Start my camera and voice** icon  on the **Camera and Voice** pod and then click the **Allow** button to activate your webcam.

### How do I share my PC screen with the other participants?

- The person running the meeting will need to give you permission to share your screen.
1. Select **My Computer Screen** from the options available in the **Share** pod.
  2. Select **Desktop** to share your whole desktop or
  3. Select **Windows** to share one application. Choose the one you wish to share with the other participants from the list.



### How do I leave or finish a meeting?

1. If you are a guest, simply say goodbye and close your browser.
2. If you are the meeting host, say goodbye, select **End Meeting** from the **Meeting** menu, and then select **Exit Connect Pro** from the **Meeting** menu.