

# Adobe Connect Quickstart Guide for Guest Participants

## 1 preparing for a successful connection

Prior to the first session test your meeting on the computer and with the internet connection you will be using the day of the conference.

Use the fastest and most reliable internet connection you have available to you.

Wireless connections *can* work well, but we recommend turning off your wireless connection and using a direct wired connection whenever possible for maximum reliability.

*This is especially important if you are presenting remotely.*

You will need the most current Adobe Flash Player:

You can download and install Adobe Flash Player from: <http://get.adobe.com/flashplayer/>

## 2 logging into your meeting

Click on the Meeting URL in the email you've received or on the webpage you have been directed to.

If you are prompted to log in, log in as a guest:

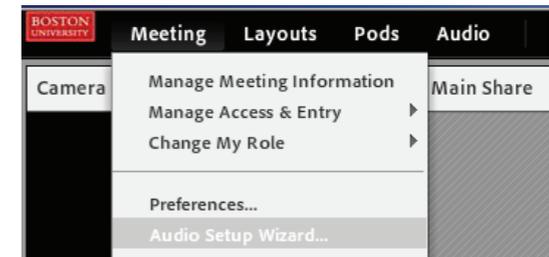
DO NOT try to log in using your BU name and password:

## 3 are you using your microphone?

You can use the chat to participate in a meeting without any additional setup or concerns.

If you wish to turn on your audio you **ABSOLUTELY MUST** use a headset microphone. If you use your computer speakers to listen to the meeting and turn on your microphone your audio will sound fine to you but **EVERYONE ELSE** in the meeting will experience echo on their own voice.

With your headset mic connected, run the Audio Setup Wizard:



Confirm that audio plays back through your headset, **NOT** through your speakers

Make sure your headset mic is selected as the microphone, **NOT** your computer's internal mic.

If you are not using a microphone you should still run the Audio Setup Wizard to confirm that your speakers are working.

## icon quick reference

MICROPHONE ICONS



WHITE ICON:  
Your mic is off  
Click the icon to connect it.



GREEN ICON:  
Your mic is active  
Click the icon to mute it.



GREEN ICON:  
Your mic is active and your voice is being picked up by the mic.



MICROPHONE ICON:  
Slashed green icon: mic is muted  
Click the icon to turn it on.



SPEAKER ICON:  
Click to mute and unmute the sound you hear in the meeting.  
If it is green your speaker is on. If it is gray your speaker is off.



WEBCAM ICON:  
If it is green your webcam is on.  
If it is gray your webcam is off.