**Participant Instructions for Adobe Connect**

# At least one day before the meeting

Install the Adobe Connect app. To get the app go to:

<http://www.adobe.com/go/Connectsetup> (Windows)
<http://www.adobe.com/go/ConnectSetupMac> (Mac)

# Connecting to the meeting – 1, 2, 3

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| 1. The Adobe Connect meeting link is on the eAgenda.

 Click the meeting link.   | 1. On the next screen,

**enter your name (first and last please**) in the space provided. Click Enter Room |
| 1. If you see this dialog box, you have the app installed.

Click “Open link” in the pop up dialog box | If this is all you get, you need to install the Adobe Connect app, click the link in your browser to install. |

# Connect Audio

IMPORTANT – *Active participants (e.g., members of the committee) must use phone* and do not have the option of connecting their *computer microphone to speak*
*Listen-only* participants can listen via phone or computer speakers

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| Enter your phone# (including area code) *after a delay of several seconds*, you will get an automatic call to connect to the meetingWhen prompted, press “1” on your phone to connect to the meeting audio*After a delay of up to 40 seconds*, you will hear that you have been muted, which means you are successfully connected to the meetingThe host will unmute you. |  |

# Within the Meeting

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| --- | --- |
| Where am I? …You will see your name on the “**Attendees**” pod.You will enter as a **Participant**You will see some attendees listed as **Hosts** and some as **Presenters** |  |

# **Plan Team members and other active participants**

# Audio

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| * The Host will grant you control of your audio after welcome.
* Please stay muted unless you need to talk to the group.
* Please mute your phone from the phone (not within Adobe Connect)
* Please silence your computer audio – the meeting audio sometimes comes through the app and can create echo/feedback
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# Video

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| Select **Start My Webcam** on the top menu  |  |

# To present …

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| When prompted by the Host or Co-Chairs**Select** the **DROP DOWN ARROW next to “Share your screen”** within the main share window**Select “Share Document”**Select the document (your presentation) to share with the audience.Check that your audio is on (no slash through phone icon).The Host or Co-Chairs will alert you when…* Attendees are having problems with audio/visual
* Someone needs to ask a question during the presentation
 |  |
|  |

*\*WARNING: Share My Screen (not Share Document) means whatever email pops up is seen by the entire audience.*