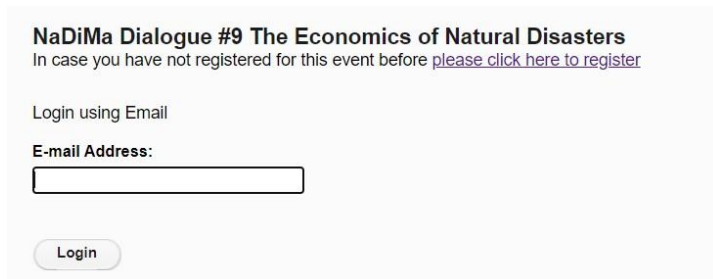# Adobe Connect QUICK START GUIDE FOR PARTICIPANTS

How to join the Workshop?

1. Following your registration for the workshop, you should have received a registration confirmation with the Meeting URL. Please click on this link or enter the URL in your web browser.

2. The meeting login screen appears. Log in with your E-Mail Address that you used for your registration.

NaDiMa Dialogue #9 The Economics of Natural Disasters
In case you have not registered for this event before please click here to register

Login using Email

E-mail Address:

[   ]

(Login)

3. When accessing you will be asked if you want to join the session via web browser or application. **We recommend downloading the Adobe Connect App** since problems with the audio occurred in previous events. Therefore, click on "Download Adobe Connect Application" and follow the steps. At the end, please refresh your page, this will open the session in the application.

Open the Installer
Locate the installer file and double click to start the installation.

Click 'Yes' to Run
Authorize the installer by following the instructions on the security dialog.

Launch Adobe Connect
Once the installation is complete, come here and launch Adobe Connect
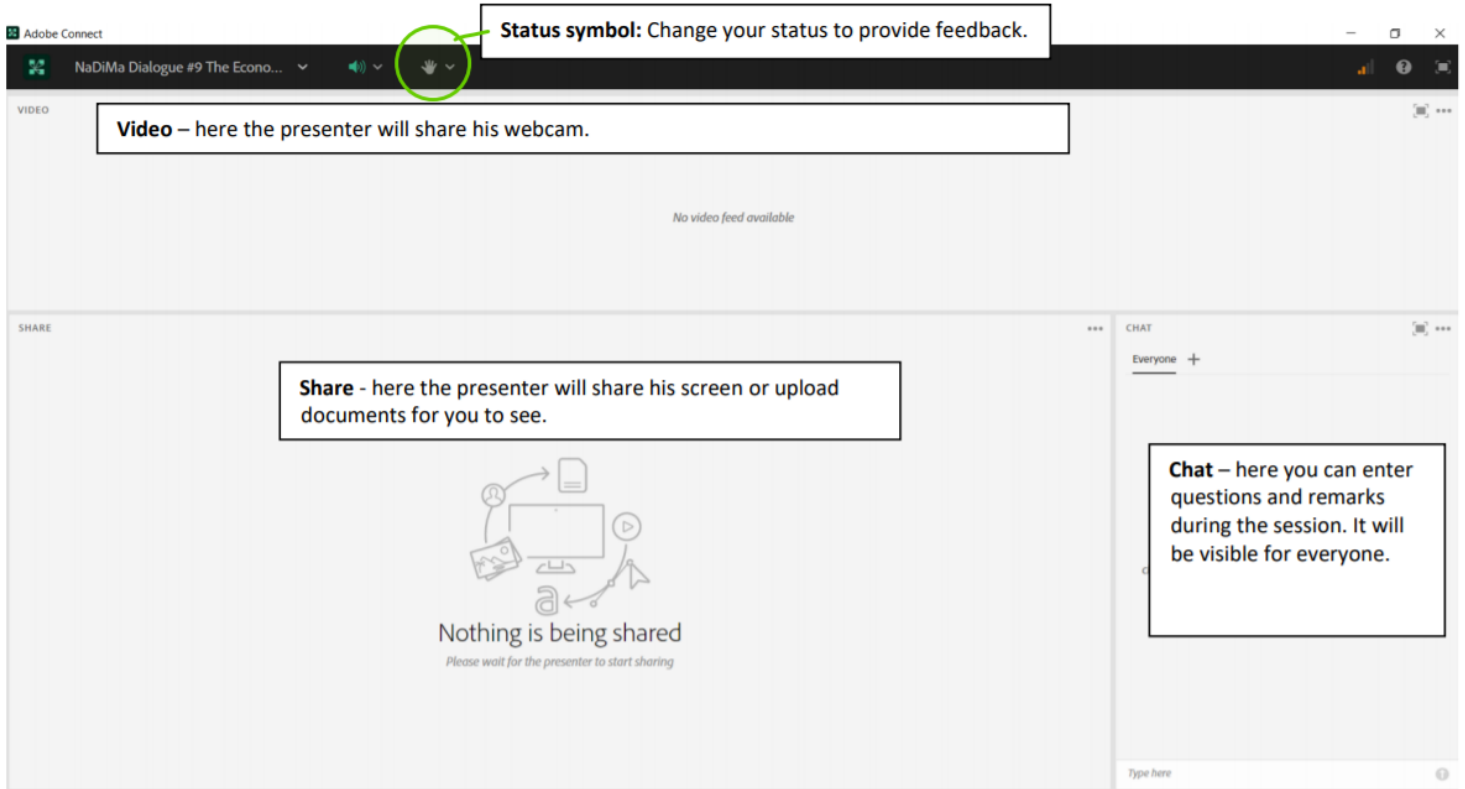
4. If the meeting has not started yet, you will be placed in a waiting room. Once the meeting host accepts you into the meeting and begins with the session, the meeting room interface appears.

Important first step when entering the virtual room:

When entering the virtual room please first activate the loudspeaker symbol in the top bar to follow the talk. If it appears green, it is on.

Overview of the meeting room interface:

Status symbol: Change your status to provide feedback.

Adobe Connect
NaDiMa Dialogue #9 The Econo...

VIDEO

Video – here the presenter will share his webcam.

No video feed available

SHARE

Share - here the presenter will share his screen or upload documents for you to see.

Nothing is being shared

Please wait for the presenter to start sharing

CHAT

Everyone +

Chat – here you can enter questions and remarks during the session. It will be visible for everyone.

Type here

Features for participation:

Chat: The chat will be available throughout the session. Here you can directly ask questions or communicate issues you might have.
How it works? Simply type your message in the chat pod "Type here" and hit enter or click the send icon.

Clear Status

ACTIONS

Raise Hand ✔
Agree
Disagree
Applaud
Laugh
Step Away

REQUESTS

Speak Louder
Speak Softer
Speed Up
Slow Down

Status: To provide feedback during the session you can select a status. The presenter also might ask you to indicate your answer to a given question with a certain symbol.

How to change the status? Click the arrow on the status options dropdown list on the application bar and select your desired status option. The options are categorized in "Actions" and "Requests". When you select a symbol from "Actions", your status remains until you choose "Clear Status". If you choose an option of "Requests", your status automatically clears itself after several seconds. When you set your status, the presenter will be notified. Other attendees cannot see your status.

Poll: The presenter might ask you to take part in a poll. Then a pop-up window will open. There are two types of polls: Multiple Choice and Short Answers.

How did you like the overall dialogue? (5= very good, 1= very bad)
○ 5
○ 4
○ 3
○ 2
○ 1
● No Vote

What topics are you interested in for the next dialogues?

Type here to answer

In **Multiple Choice polls**, you can enter your answer by clicking on the box next to your choice. As long as the poll is open, you can switch between the options, but your voice is only counted once.

In **Short Answer polls**, you can type your own answer. When you hit enter or click send, the answer is submitted and cannot be altered anymore. The answers are hidden until the host chooses to broadcast them.

Troubleshooting

Issue	Solution
I cannot get into the meeting	If you are having trouble joining a meeting try the following: 1. Enter the meeting via the send URL and your registration information. 2. Go to the Test Meeting Connection page where you can verify that your computer meets all necessary requirements. If you do not pass the test, you will be given instructions for what you need to do. 3. Make sure popup blocking software is not blocking your meeting window.
I cannot hear any audio	1. Verify that your computer speakers are on and your computer's volume is at an audible level. 2. Verify that your computer is connected to the internet and if the other functions are working. 3. Check to see if the Speaker/Microphone setup can be optimized.
The audio is choppy	1. This may be caused by insufficient bandwidth. If you do not think it is a bandwidth issue, try reloading the meeting window by clicking the refresh button on your browser. 2. Try quitting any other applications that might be using bandwidth. If possible, use an ethernet cable instead of a wireless connection.

You can find additional resources by visiting the Adobe Connect User Community at https://www.connectusers.com/

You can also write to nadima@staff.uni-marburg.de if you have trouble accessing the meeting.