

Adobe Connect

QUICK START GUIDE FOR PARTICIPANTS

Join a meeting

Adobe Connect rooms have persistent URL's for each room, so they are available by their specific URL.

1. If you have received an email invitation or registration confirmation with the meeting URL, you can click on the link or enter the URL into your favourite web browser.

NaDiMa Dialogue #2
Earthquake: Engineering Meets Economics
In case you have not registered for this event before [please click here to register](#)

Login using Email
E-mail Address:

Login

2. The meeting login screen appears. Log in with your E-Mail Address that you used for your registration. If you have not registered yet, click on the registration link and do so.

NaDiMa Dialogue Room

Meeting on Hold

This event has been placed on hold. The host will resume the event at 2 pm. Thank you.

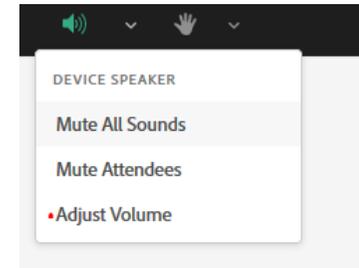
3. The meeting launches in your browser. If the meeting host has not yet arrived to the meeting, or the meeting have not started yet, you will be placed in a waiting room.

4. Once the meeting host accepts you into the meeting and begins with the session, the meeting room interface appears.

Tip: Adobe Connect only requires that you have an internet connection and a modern web browser such as Chrome, Safari, FireFox or Edge with latest updates. A desktop application is also available but not needed if you attend as a participant.

Meeting audio

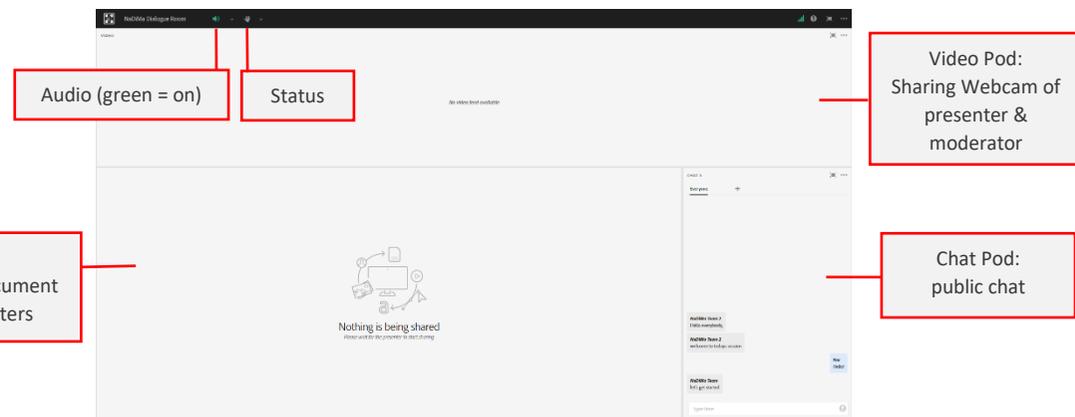
The meeting audio is set up as a Voice-over-IP (VoIP). You can hear the meeting audio through your computer speakers.



In some cases, meeting hosts may give you the ability to broadcast audio using VoIP. When this is the case, a dialog will alert you that you have the rights to use your microphone. Clicking the **Speak Now** link will activate the microphone icon in the **Application Bar** at the top of your screen.

Tip: If you are having difficulty hearing, try refreshing your browser window. If you are still having issues, run the **Speaker/Microphone Setup** to optimize your experience.

If you still experience problems, this may be caused by insufficient bandwidth. You can check you connection [here](#). A **Minimum of 512 Kbps** is suggested for an optimal experience as a participant.



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Chat

To send a message to everyone, simply type your message in the **chat pod** and hit enter or click the send icon. Use the **Pod Options** menu (ellipsis in top-right) to set your chat colour or change the text size.

If the host is using a **Q&A pod** instead of a chat pod, then all messages are moderated.



Poll

If the meeting host has enabled polls, you can interact and answer questions. There are two types of polls: **Multiple Choice** and **Short Answers**.

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, when the poll is closed. The answers are hidden until the host chooses to broadcast them.



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.



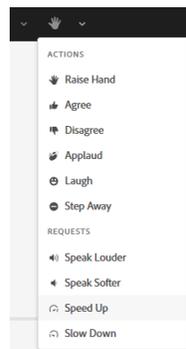
Change status

Within a meeting, you can also change your status to provide feedback to the presenter and other attendees.

To change your status, click the arrow on the **Status Options** dropdown list on the **Application Bar** and select your desired status option.

If you select an option above the line such as **Agree** or **Step Away**, you status remains until you choose **Clear Status**. If you choose an option below the line such as **Speed Up** or **Applause**, your status automatically clears itself after a number of seconds.

When you set your status, **presenters / moderators** will be notified. Other attendees cannot see your status.



Troubleshooting

Issue	Solution
I cannot get into the meeting	If you are having trouble joining a meeting try the following : <ol style="list-style-type: none">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	<ol style="list-style-type: none">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	<ol style="list-style-type: none">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.

Learn more

The following video provides an overview on the functions of adobe connect as a participant: <https://www.youtube.com/watch?v=03yZQPUI1y4>

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