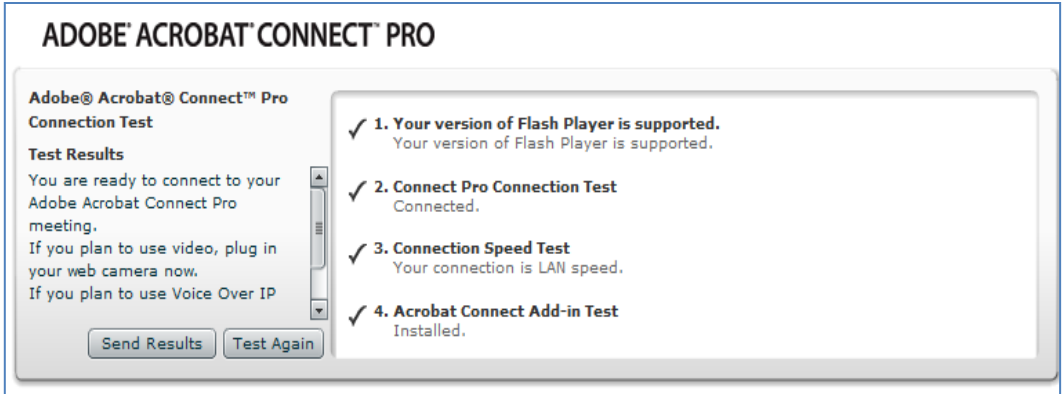




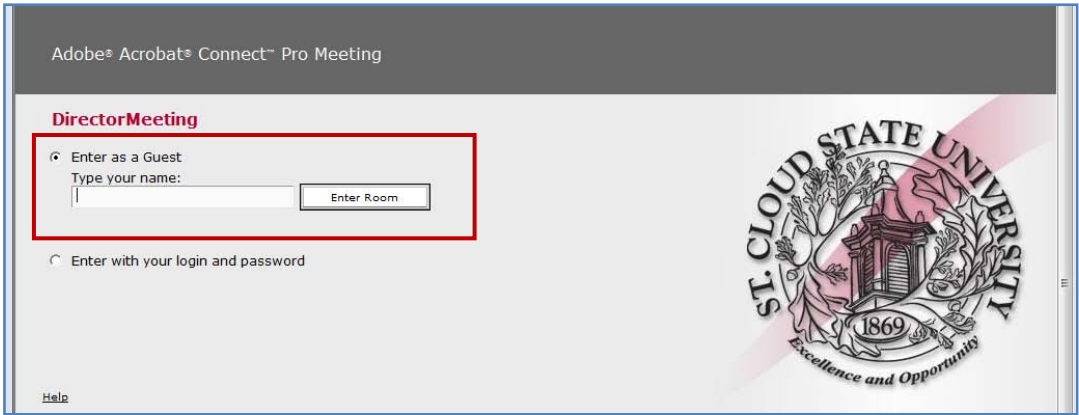
Participant Guide

When you are invited to join Adobe Connect Pro meeting as a participant:

1. Visit http://media4.stcloudstate.edu/common/help/en/support/meeting_test.htm to allow the Connection Test to run. This will ensure your computer meets connectivity requirements and has the Connect Add-in installed. All 4 (four) tests should be passed!



2. Follow the Adobe Connect invitation link sent to you and log in the session (password, if needed, must be provided by a host or a presenter in advance.)



3. Start with setting connection speed. Go to the top menu **Meeting – Manage My Settings – My Connection Speed**. Choose connection that is best suited for your computer.



Suggestions:

- The DSL/Cable option is the most common. Choose LAN only if all users are on-campus.
- Where possible, use a **wired** connection. On-campus wireless often gives satisfactory results, but should not be relied on.

4. Interact directly with a host and other participants using Chat pod, audio and/or video, unless you are specifically allowed access to a particular pod shown on the screen, or granted presenter rights.
 - If you are using audio and/or video: (1) go to **Meeting – Audio Setup Wizard** and follow the instructions in the Wizard to set up your audio, (2) go to **Meeting – Select Camera** to select your camera on the Select Camera Screen.



Feedback and Audio Quality:

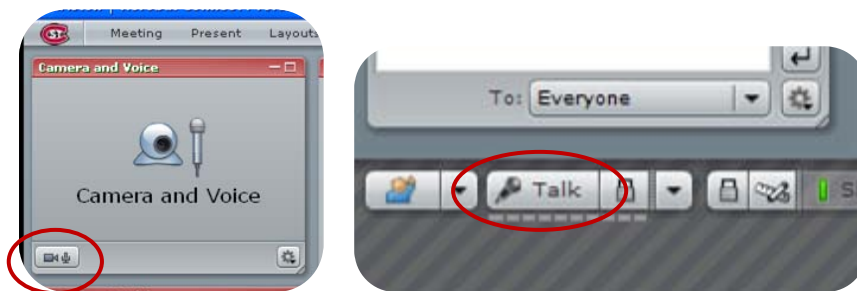
To maintain the best quality audio experience for all participants, use a headset/microphone combination. Headphone/earphone use is recommended to avoid feedback problems.

When you expect to present, or are asked to present during your Adobe Connect session:

5. Have both your microphone and presentation materials ready. The following file types are supported natively in Adobe Connect Pro and can be used:

- PowerPoint - .pptx, .ppt
- Image files - .jpg, .jpeg
- Flash Movie files - .swf
- Flash Video files - .flv
- MP3 audio files - .mp3

6. Start your camera by clicking the button in the lower left corner of the **Camera and Voice** Pod (shown inside the red circle on a picture below). To start audio only use the **'Talk'** button in the lower left corner of your Connect screen.



7. Start your camera or audio access by selecting **'Allow'** when the security dialog asks for permission.

