Background
Adobe Connect is an enterprise web conferencing solution for online meetings, eLearning and Webinars. RSCOB is currently piloting this software for use in its online courses. This document will provide the basics to participate in webinars hosted in your online course.

Attend an Adobe Connect meeting
To attend an Adobe connect meeting you will at minimum need web enabled computer and a headset with an attached microphone. Adobe Connect also supports webcams and mobile devices.

Connection test
1. It is recommended that you test your computer prior to attending a meeting. You can do this by going to http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm
2. The Connection Test checks your computer to make sure all system requirements are met. If you pass the steps of the test, then you are ready to participate in a meeting.
3. If you do not pass the test, perform the suggested actions and run the test again. For more information on system readiness, please see: Adobe Connect Client System Requirements.

Joining a meeting
1. Click on the link in your online course or enter the URL into your favorite web browser.
2. The meeting login screen appears. If you do not have a username or password for the Adobe Connect account, choose Enter as a Guest.
3. Type in your first and last name, and click Enter Room.
4. The meeting launches in your browser. If the meeting host has not yet arrived to the meeting you will be placed in a waiting room.

5. Once the meeting host accepts you into the meeting, the meeting room interface appears.
## Meeting audio

Meeting hosts have control over how the audio portion of your meeting is conducted. Our webinars use **Voice-over-IP**. When this option is selected, you can hear meeting audio through your computer speakers or headphones. If a meeting attendee is speaking using VoIP, you will see a microphone icon next to their name.

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.

## Change your 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**, your 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, an icon appears next to your name in the **Attendees** pod.
Chat

To send a message to everyone, simply type your message in the chat pod and hit enter or click the send icon.

Adobe Connect Client System Requirements

Windows

- 1.4GHz Intel® Pentium® 4 or faster processor (or equivalent) for Microsoft® Windows® XP, Windows 7 or Windows 8; 2GHz Pentium 4 or faster processor (or equivalent) for Windows Vista®
- Windows 8 (32-bit/64-bit), Windows 7 (32-bit/64-bit), Windows Vista, Windows XP
- 512MB of RAM (1GB recommended) for Windows XP, Windows 7 or Windows 8; 1GB of RAM (2GB recommended) for Windows Vista
- Microsoft Internet Explorer 8, 9, 10; Mozilla Firefox; Google Chrome
- Adobe® Flash® Player 10.3+ (11.2+ recommended)

Mac OS

- 1.83GHz Intel Core™ Duo or faster processor
- 512MB of RAM (1GB recommended)
- Mac OS X 10.6, 10.7.4, 10.8
- No Adobe Connect Add-in support for Mac OS X 10.5 (Leopard). Users on Leopard can attend meetings in the browser.*
- Mozilla Firefox; Apple Safari; Google Chrome
- Adobe Flash Player 10.3+ (11.2+ recommended)

Linux

- Ubuntu 11.04, 12.04; Red Hat Enterprise Linux 6; OpenSuSE 11.3
- No Add-in support for Linux. Users on Linux can attend meetings in the browser.*
- Mozilla Firefox
- Adobe Flash Player 10.3+ (11.2+ recommended)