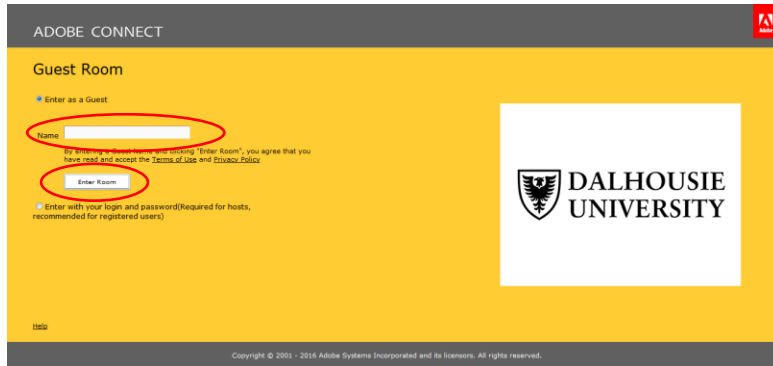**ADOBE CONNECT INSTRUCTIONS FOR REMOTE GUESTS**
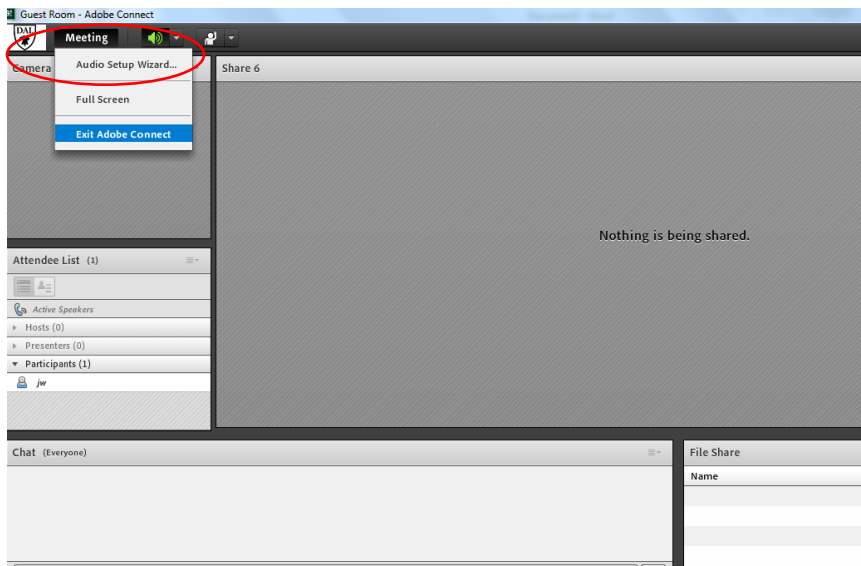
To Connect to the Adobe Connect Session:

-open your web browser and go to the URL sent to you by the person hosting the session. (https://dal.adobeconnect.com/guestroom/)

-enter a name so attendees can identify you, then click "Enter Room"
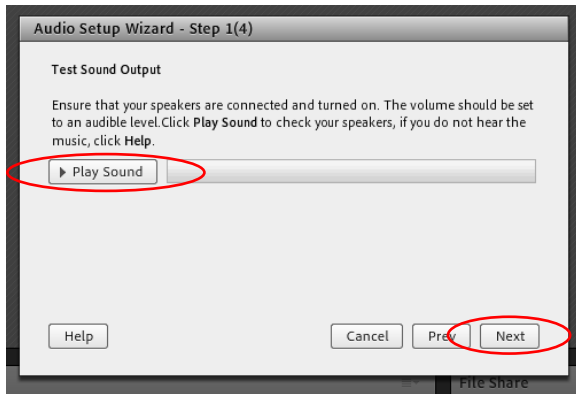

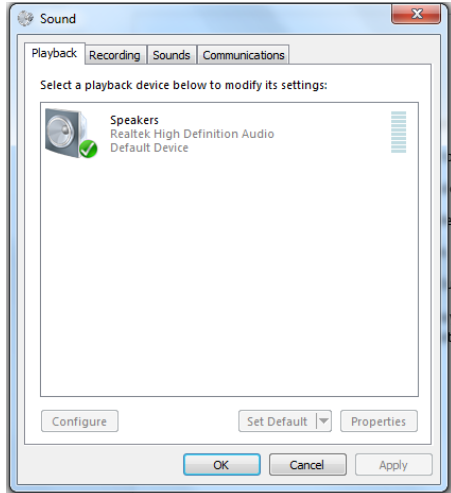-in the top left corner click on "Meeting", then choose "Audio Setup Wizard"

-you will see a "Welcome" screen. Click "Next"

-you will be on the "Test Sound Output" screen. Press the "Play Sound" button. You should hear music.

If you do not hear music, you may have to select the appropriate output option. To do this, press the Windows "Start" *button in the bottom right corner of the screen, and in the "Search programs and files" bar type "Sound". Click on "Sound" (this can also be found in the Control Panel).*

You can right-click on the different playback devices and click "Test". When you find the one that allows you to hear the test chimes, right-click on it and choose "Set as Default". When this is done, go back to the Adobe Connect Audio Setup Wizard and press the Play Sound button again. You should now hear the test music.
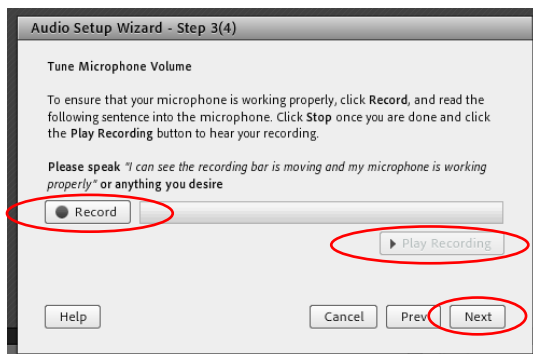
-after you hear the test music, press the "Next" button

-you will be on the "Select Microphone" screen. Click the down arrow and choose the appropriate mic that you want to use.

If you experience an issue, you can go back to the "Sound" area (Control Panel) and click on the "Recording" tab. Right-click on the mic that you want to use and click "Set as Default". Go back to the Adobe Connect Audio Setup Wizard and make sure it is the selected mic in the field.

-with the correct mic selected, press the "Next" button

-you will now be on the "Tune Microphone Volume" screen. Press the "Record" button and test the mic (ie – testing, 1, 2, 3).

*You may see an "Adobe Flash Player Settings" screen pop up. Click "Allow".

-press the "Stop" button, then press the "Play Recording" button. You should hear your test recording. *If you do not, you may need to turn up your mic input. You may be able to do this by adjusting the gain on your mic. Alternatively, you may just need to bring the mic closer to you.*

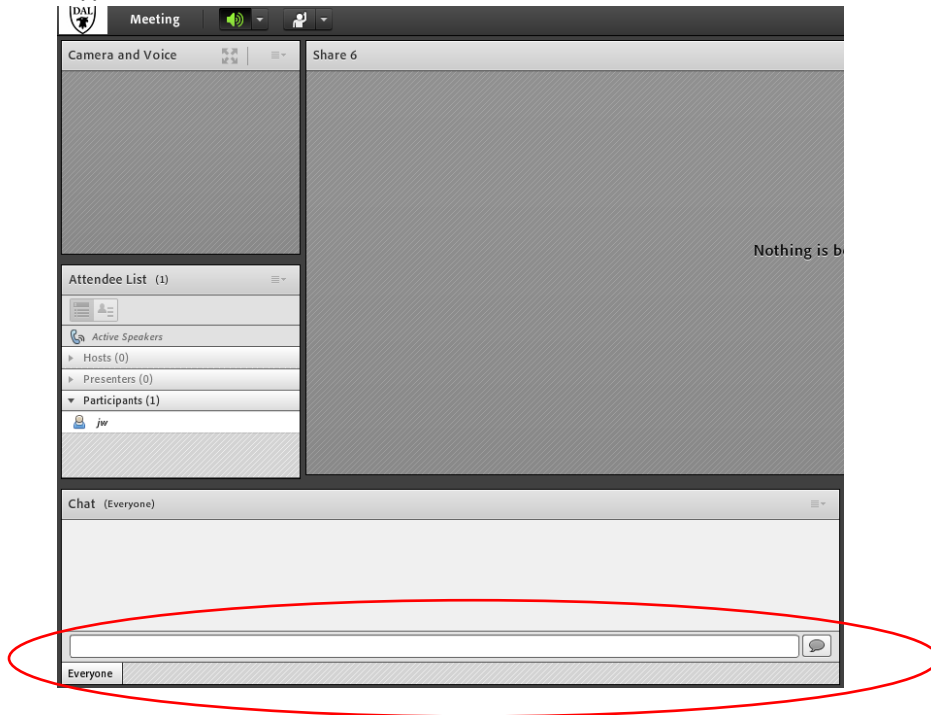-when you finish the mic set up, click the "Next" button

-you will be on the "Tune Silence Level" screen. Click "Next"

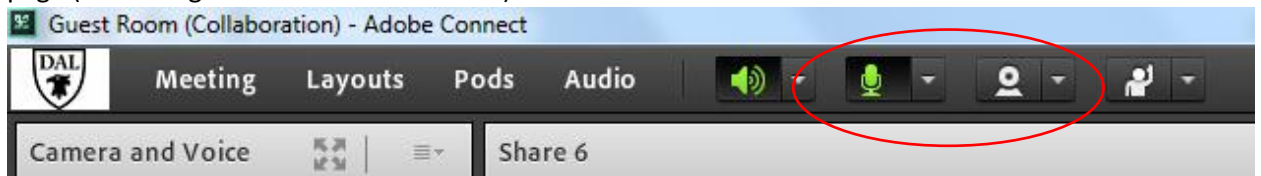-you have successfully completed the Audio Setup Wizard. Click "Finish"

> **ADOBE CONNECT WORKS BEST WHEN YOU DON'T HAVE ALL MICS ENABLED AT THE SAME TIME. I recommend only turning a mic on when you are going to speak, otherwise you end up having a lot of distracting noise. For this reason, a mixture of typing in the "Chat" area, and using mics at appropriate times is the best way to communicate. The host can enable guest mics, but they can be muted until it is time to speak.**

There are two ways you can communicate with the other people:

1. Type in the "Chat" area

2. Have the host of the meeting activate your mic (and optionally, your webcam). When they have activated your mic, you then must turn your mic on. Click on the mic icon around the top of the page (it will be green when it is turned on).

Click on the webcam icon next to it if you would like to turn on your webcam

If you would like to show a PowerPoint presentation, the host will have to make you a presenter. Once this is done, open your presentation and on the main Adobe Connect desktop screen, click on "Share my Screen", then choose "Desktop".