## Before Joining a Meeting

1. It is recommended that you test your computer prior to attending a meeting. You can do this by going to:
   http://connect.liu.edu/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 first three 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.

Just prior to your class start time:

Joining a meeting

1. Your instructor will email you a link and the time for the online meeting. Test your computer settings before the scheduled time.

2. The login page will appear, click '**Enter as a Guest**' and type your name in the text box, and click '**Enter Room**'.

3. The meeting launches in your browser. If your instructor has not yet arrived, or your attendance requires approval, you will be placed in a waiting room.

4. Once your attendance is accepted the meeting room interface appears.

5. Make sure your headphones or speakers and microphone are connected to the computer and your sound is adjusted accordingly.
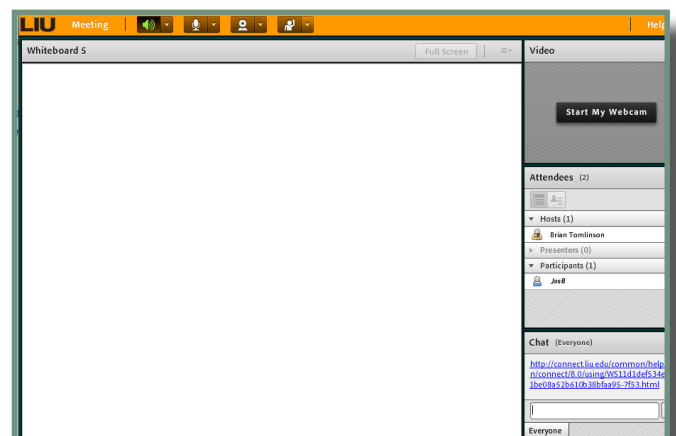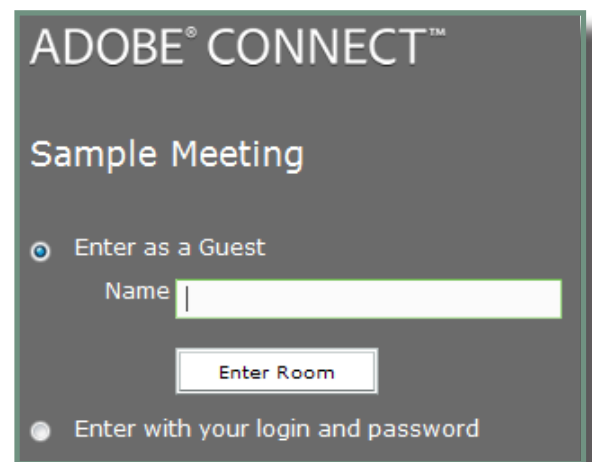
**Note:** All first time users should run the **Audio Setup Wizard**

6. Click '**Meeting**' in the top left corner, and click '**Audio Setup Wizard**'.

7. A new window will appear, click the '**Install add-in**' button.

8. A new window **Audio Setup Wizard** appears

Click '**Next**' and follow the steps.

Note: You will be asked to set up your headset and microphone to work with Adobe Connect.
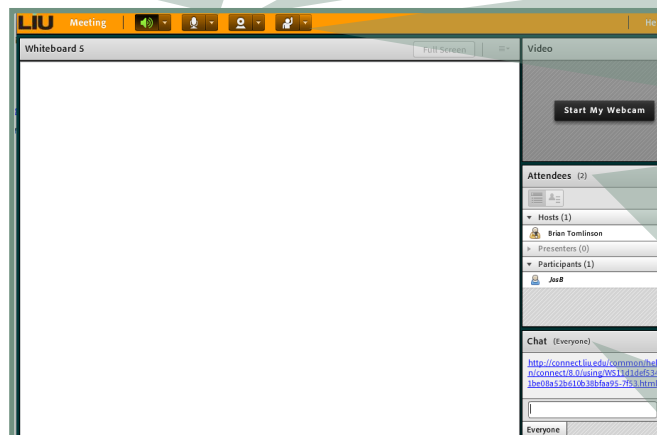
9. Once you receive the **Audio Setup Successful** notification click on **Finish**
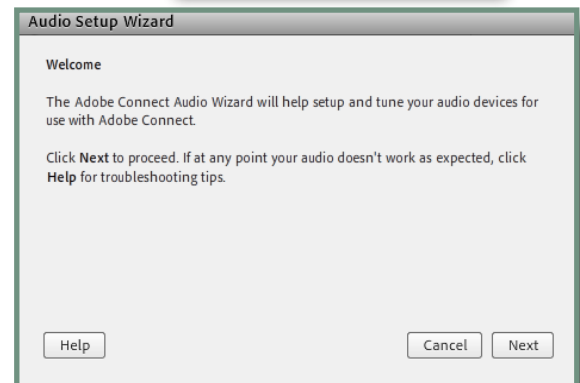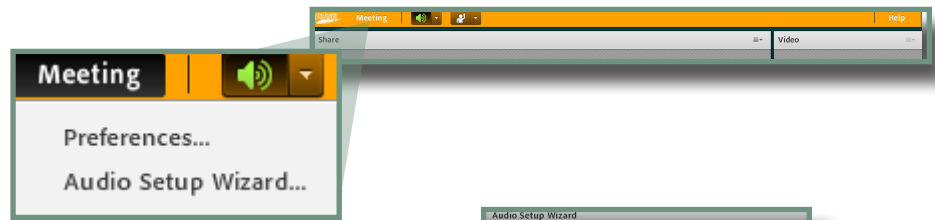
Adobe Connect Meeting Screen Overview

Click here to enable your microphone

Click here to enable your webcam

Students can access icons to communicate responses or questions to the instructor

Shows a list of
hosts (instructor)
Presenters (guest speaker student leader
Participants (typically students)

Chat area where instructor and students can chat in real-time
(like instant messaging)