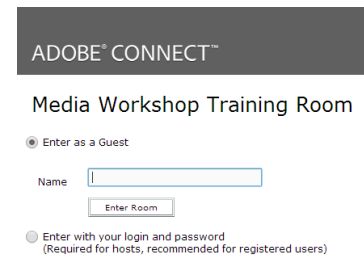


How to join an Adobe Connect room directly

To join a room directly, simply click on the URL you were sent by email (or the link on a web page if appropriate). You will be taken directly to an Adobe Connect login page where you **Enter as a Guest** by adding your **Name** to the text box and clicking on the **Enter Room** button.

If you are a host you should have been given a login and password for the room. Click on the **Enter with your login...** checkbox, complete the **Login** and **Password** fields and then click on the **Enter Room** button.

If the host has not yet entered the room or has set the meeting up to require host approval before participants can enter a room, you will be placed in a waiting room. Upon host arrival or approval you will then be transferred to the main room.



ADOBE® CONNECT™

Media Workshop Training Room

☒ Enter as a Guest

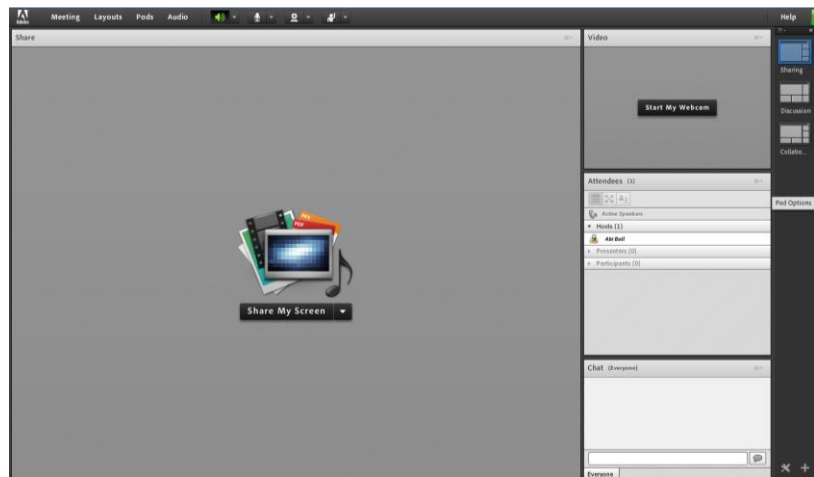
Name

☐ Enter with your login and password
(Required for hosts, recommended for registered users)

Host view

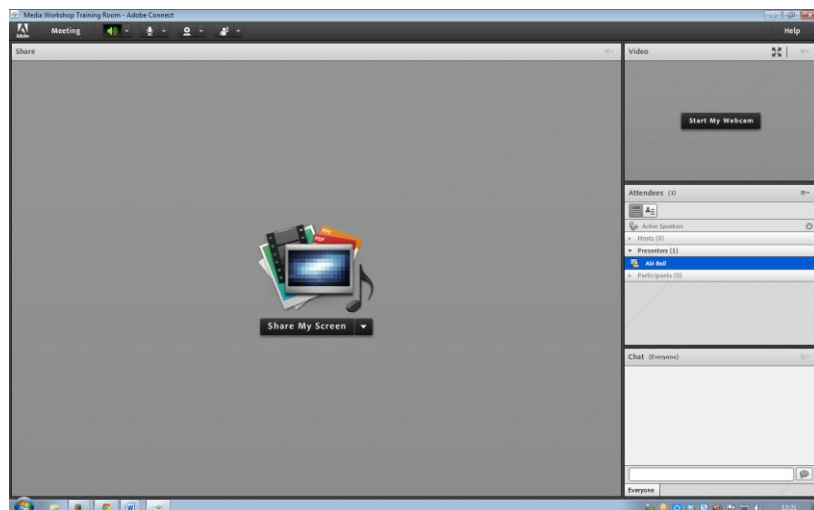
This gives you the option to customise your room including adding different pods and sharing your screen or webcam.

The menu across the top of the screen will display layout, pod and audio menus.



Presenter view

This gives you access to most of the room functionality but you cannot choose room layouts or add pods.



Participant view

This will vary depending on what the host has chosen to display but generally you will only be able use the chat pod, hear audio and see content in the share pod.

To leave a room simply close the browser window.

