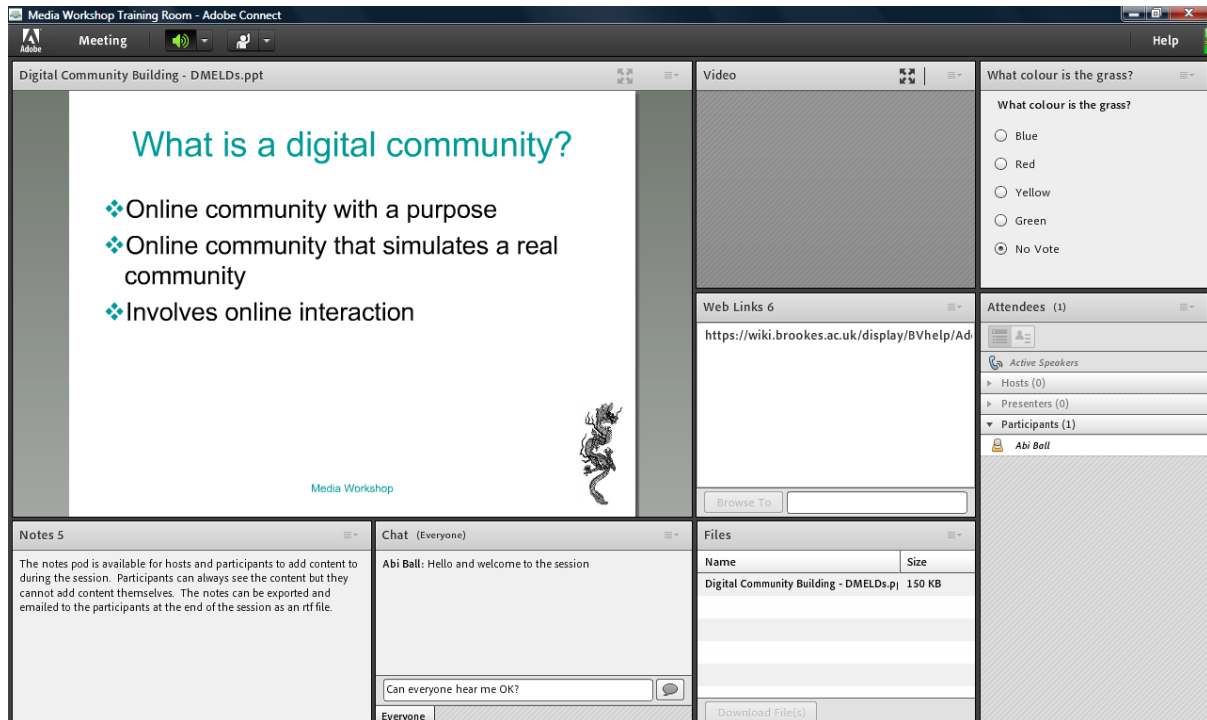
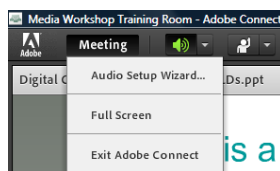


Introduction to the Adobe Connect interface – participant version

The Adobe Connect interface will vary depending on how the host has set the room up but essentially you will see a series of pods that perform different functions. The example below shows most of the available pods.



As a participant you will have limited functionality in a room and your permissions will vary depending on what the host has decided to use the room for.

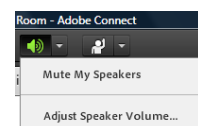


You will always have a **Meeting** menu at the top left of the interface and you should click on this to access the **Audio Setup Wizard...** You should run the wizard every time you enter a room as PCs can make changes behind the scenes (such as updating Flash) which can impact on your online experience.

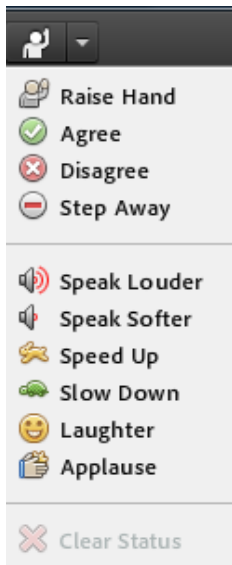
You can also choose the **Full Screen** option from here if you want to make the Adobe Connect room as big as possible.

Finally you can **Exit Adobe Connect** from this menu (or just click on the red cross at the top right hand corner of the Adobe Connect interface).

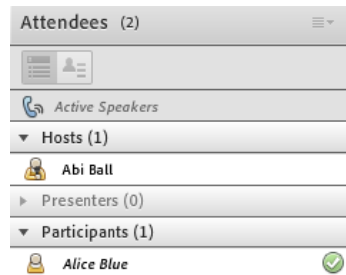
You will always have a **Speaker** button. Click on this button to **Mute My (your) Speakers** and to **Adjust Speaker Volume...** The volume option will open a dialogue box with a slider to change the volume.



If you experience problems with your speakers there is a limit to what you can adjust in Adobe Connect. You will need to check the sound settings on your PC or Mac as well.



The **Status** menu gives you a number of emoticons that you can use to communicate with other room users. They are all fairly self explanatory and when you choose one it will be displayed next to your name in the **Attendees** pod (if the host has chosen to make it visible to participants).



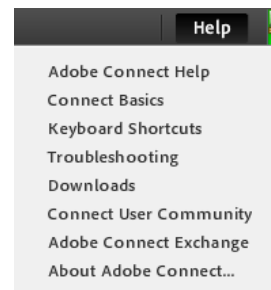
You can see from this example the participant **Alice Blue** has selected the **Agree** emoticon (the green tick) which appears next to her name in the **Participants** section of the **Attendees** pod.

When you select an emoticon the **Clear Status** option will also become active.

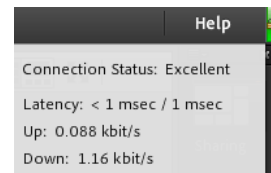
You may find that the host (or presenter) asks you to **Agree** or **Disagree** with a particular statement or that you need to **Raise** (your) **Hand** to ask a question.

The **Help** menu will give you a number of support options. There is also OBU specific support available in RADAR and on the Brookes Virtual Help wiki at:

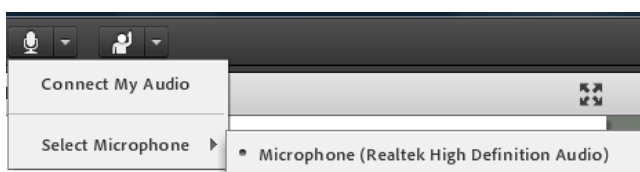
<https://wiki.brookes.ac.uk/display/BVhelp/Adobe+Connect>



The thin green button in the very far right of the screen is the **Connection Status** notification. Whilst you cannot do anything with this information, if you are experiencing problems in the room it is worth checking your connection status. If it is very poor we recommend closing down the browser and logging in afresh as this will usually improve things.



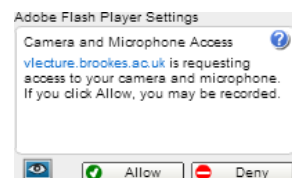
If the host has chosen to give participants microphone (speaking) rights then you will also see a **Microphone** menu at the top of the screen.



When this is grey it is not yet active. You will need to click on it to **Connect My** (your) **Audio** and to **Select** (the appropriate) **Microphone** from the dropdown menu. We recommend

using a headset rather than a built in microphone or a webcam microphone as this will reduce feedback.

You will probably get an **Adobe Flash Player Settings** warning box pop up when you try to enable your microphone. Simply click on **Allow** each time this happens.





Once you have enabled your microphone, the menu will change slightly and the icon will turn green.

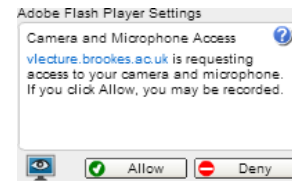
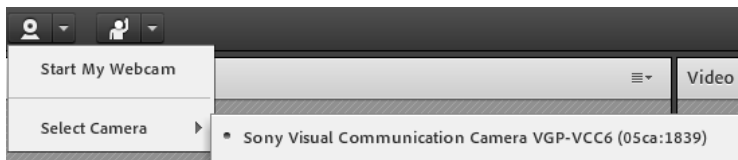
You will be able to **Mute My (your) Microphone** and **Disconnect My (your) Microphone**. We recommend muting your microphone when you are not speaking to reduce feedback. When you have done this the icon will change once again. Simply click on it once again to un-mute your microphone.



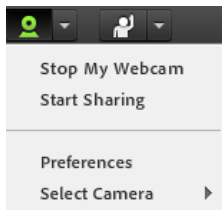
The volume option will open the same dialogue box as the Speaker menu did with a slider to change the volume.

Once again if you experience problems with your speakers there is a limit to what you can adjust in Adobe Connect. You will need to check the sound settings on your PC or Mac as well.

If the host has enabled webcams for participants you will also see the **Webcam** menu. This will allow you to **Start My (your) Webcam** and **Select (the appropriate) Camera**.



You will get an **Adobe Flash Player Settings** warning box pop up when you try to enable your webcam. Simply click on **Allow** when it appears.



Once you have enabled your webcam the menu will change slightly. You can **Stop My (your) Webcam** and **Start Sharing** it. Until you do this you will not be broadcasting your webcam to any other room users.

The **Preferences** option allows you to adjust the webcam quality. If you are experiencing problems with your webcam you could try reducing the quality to reduce the bandwidth load.

Please be aware that the meeting host can choose to record the Adobe Connect meeting you are attending.

If the meeting host exits the room at any point you will receive a pop up warning message explaining that they have left and that any microphone or webcam rights (and role promotions) will be removed in a given length of time. The host should not normally leave the room whilst it is in use so it may be a bandwidth issue and they will try to get back into the room as soon as possible.

The Adobe Connect pods will be discussed in the document entitled *Introduction to the Adobe Connect pods – participant version*.