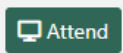


Adobe Connect Meeting – Participant Checklist and Tips for Getting Started




1

Ahead of Your Session

- ❑ **Plug in** your headset or speakers & microphone. With Firefox, Chrome, or Safari (Mac) **login** to eclassesconnect.contactnorth.ca. From My Session, find correct event and click **Attend** to launch the session. 
- ❑ If prompted, download and/or open Adobe Connect Meeting. If attending from mobile device, get or open Adobe Connect Mobile (review [here](#)).
- ❑ You may have to wait for Host to open the meeting room before proceeding to the next steps.









2

Once Meeting Room Opens

- ❑ From the top left, select **Meeting / Audio Setup Wizard** and follow the prompts to set up your speaker and microphone equipment. Once you have microphone rights, additional volume settings are found under the Speaker icon  and the Mic icon  drop-down menus.
- ❑ If desired, **adjust your Chat options** (size, colour, sound) in the Chat pod menu. 
- ❑ If Host has enabled your video, **test your webcam** by clicking the webcam icon.

3

It's GO Time! (Meeting Begins)

- ❑ Your session may be recorded – indicated by red dot in the top right corner. 
- ❑ When asked for a green check, click the **Set Status** drop-down menu  and select **Agree**. The green check  now appears on the Set Status icon as well as beside your name in the Attendee pod. Click the green check on the Set Status icon  to clear.
- ❑ Once given microphone rights, speak in the session by clicking the microphone icon.  To mute your mic, click it again. 
- ❑ Click the webcam icon , or **Start My Webcam** in the Video pod, if requested by Host.
- ❑ Follow along as Host shares content. Use the Set Status menu to **raise your hand**  or to **give feedback** throughout the session.
- ❑ If requested, select tools from the menu at the left side of the content pod to **add markups** (e.g. text, boxes, circles, highlighter). *Be careful with the delete option as you can delete all markups, not just your own!*
- ❑ Use the **Chat pod** to send messages to Hosts and Presenters (and Attendees, if enabled).

4

It's a WRAP!

- ❑ When the meeting Host ends the meeting you will see either a message or be taken to a URL selected by the Host. Click the X in the upper corner to **close the meeting** room.
- ❑ If the Host exits the room without ending the meeting, **exit Adobe Connect** from the Meeting menu.

For assistance: Contact North Helpdesk 1-888-850-4628, Monday – Friday, 7:30am ET – 10:30pm ET.