Participant **Quick Reference Card – Adobe Connect**

Welcome to Contact North | Contact Nord. Use this **Quick Reference Card** to help you with adjusting your audio, speaking in the session, and learning to use the tools in your e-CLASSES Adobe Connect session.

For technical assistance, contact: Contact North | Contact Nord Technical Support Hotline 1-888-850-4628

Before you begin, ensure your **headset, or microphone & speakers**, and **webcam** (if applicable) are plugged in.

Joining Your Session

Go to https://**eclassesconnect.contactnorth.ca** and login with your email address and provided password.

Or, if you do not have a username or password and you have received a link or URL for the session, enter it in your browser, select *Enter as a Guest*, type your name, and click *Enter Room*.

Oshki Students' default password is Connexion23. Once logged in, you'll be asked to change it, please change it to your regular Oshki password.

From your "*My Sessions*" tab, click *Attend* on the desired session.

(Later: click *My Recordings* tab if your instructor records sessions. Set your password by using the menu with your name in the top right of the page)


The session launches in your browser. Once the host has logged in, the room interface appears.

The Adobe Connect room consists of an Application Bar above a number of "pods" (e.g. Attendees, Chat, Video, and a pod where content will be displayed). Note that the pods may change location or function depending on how the host sets up the room.

For Adobe Connect resources, go to https://eclassesconnect.contactnorth.ca/help

See the next page for further information about attending an Adobe Connect session.

Participant **Interface** – Adobe Connect
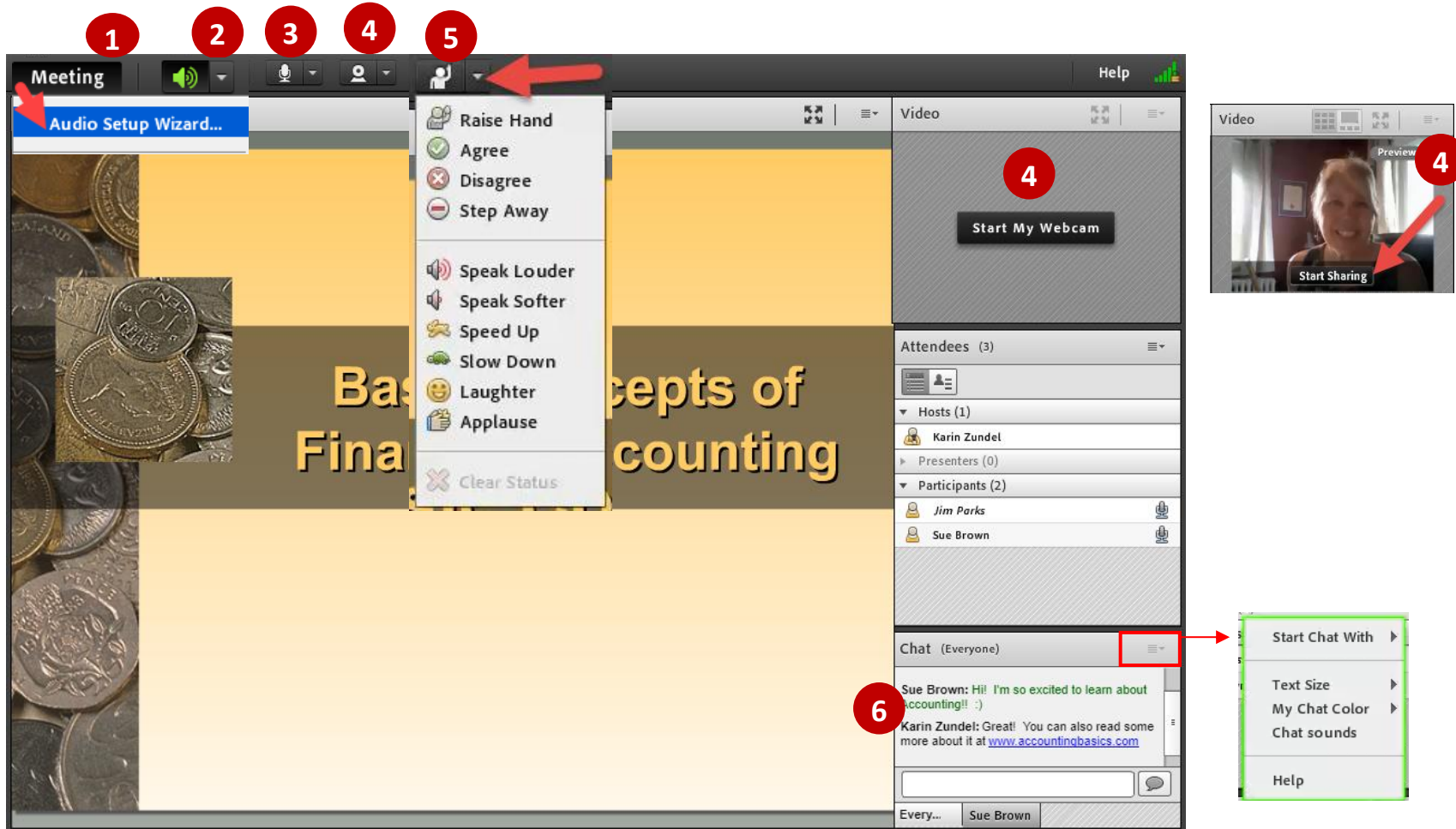
1 With your headset or speakers and microphone plugged in, run the **Audio Setup Wizard** to optimize your equipment. Select "**Audio Setup Wizard**…" from the **Meeting** menu in the Application Bar.

2 **Adjust Speaker Volume** as needed.

3 If the host enables your microphone, you will see a **microphone icon in the Application Bar and beside your name**. When your microphone is on, an icon *in the Application Bar shows as green; when muted the microphone has a slash through.*

4 If enabled, you can also share your webcam image by clicking the **Start My Webcam** button on the video pod or the webcam icon in the Application Bar. After previewing your webcam video, click **Start Sharing** to share your webcam video with all participants.

5 Provide feedback during the meeting by changing your **status**. Click the arrow on the **Status Options** dropdown list on the Application Bar and select your desired status. For options above the grey line, select **Clear Status** to remove. (Status options below the line will disappear automatically after a few seconds).

6 To send a chat message to everyone in the meeting room, type in the **Chat** pod and hit enter or click the Send "bubble". If enabled, you can send a private message to another participant by hovering over their name in the Attendees pod and select Start Private Chat, or click on the Pod Options menu in the top right corner of the Chat pod and select Start Chat With. Use pod options to customize your chat font size and colour as well!