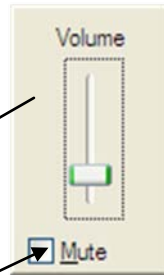




## Notes for participating in Adobe Connect v8 meetings

### 1. Getting ready

- Check that your computer has volume (bottom right hand corner of your screen)



Ensure mute button is **not** checked

- Ensure your headset is connected, it is preferable to have a microphone as part of your headset

### 2. Enter the Adobe Connect room

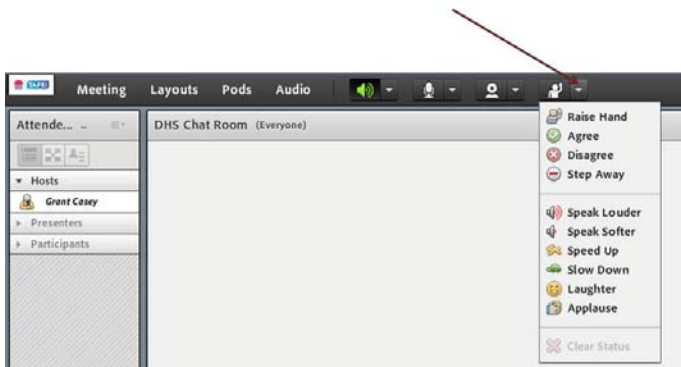
When you are invited to attend an Adobe Connect meeting, the meeting organiser will send you an internet link which looks something like this: <http://webconf.det.nsw.edu.au/XXXXXX>

- Click on URL in the email invitation.
- Type in your DET portal username as: **firstname.lastname@detnsw** (if you have a number in your name include that also e.g. **jane.jones3@detnsw**) then enter your DET portal password.
- You can also enter as a guest and type in your name.
- Enter the meeting room.
- Check your audio connection – select Meeting > Audio setup wizard (follow instructions):

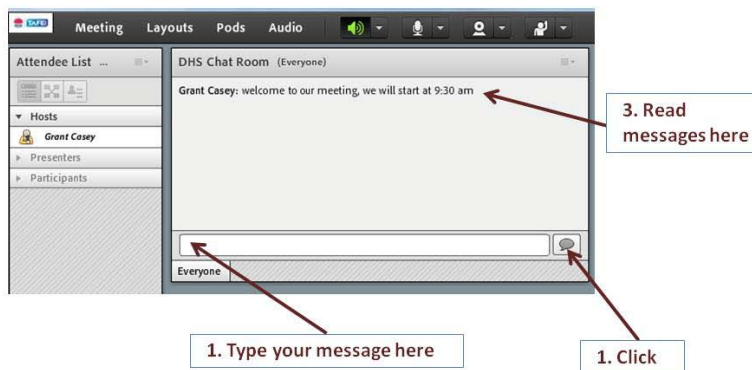


## 2. During the Meeting

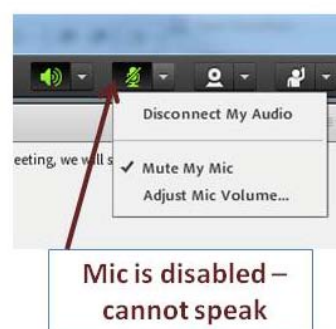
- the host may ask you to use “the status option” to answer a question, simply click on the status options drop down arrow from the menu bar at the top of the screen and choose the appropriate option:



- you can contribute to conversations during a meeting by typing into the “chat pod”



- if the host has allowed you**, you can talk via your microphone. From the top menu bar you can either mute your microphone or have it active:



## 3. After the Meeting

- If the host has recorded the meeting you will be able to access the recording from the url you are sent by the host.
- The host may also leave files available for you to download at any time – this will be available from the recording.

### Further information

Learn more from: [http://help.adobe.com/en\\_US/connect/8.0/using/index.html](http://help.adobe.com/en_US/connect/8.0/using/index.html)