How Participate in Adobe Connect Meetings

Queen's University Belfast

To join a meeting

1. You have likely received an email invitation with meeting access information. When the meeting time arrives, click on the link or enter the URL into your favorite web browser.

2. The meeting login screen appears. If you do not have a username or password for the Adobe Connect account, choose *Enter as a Guest*, type in your first and last name, and click *Enter Room*.

The meeting launches in your browser. If the meeting host has not yet arrived to the meeting or meeting security requires the host to approve your attendance, you will be placed in a waiting room.

Once the meeting host accepts you into the meeting, the meeting room interface appears.

Share webcam video

The meeting host may ask you to use your webcam to share video. When this is the case, a button enabling you to share your webcam will appear on the video pod. To share your camera, make sure your web cam is plugged in and click the *Share My Webcam* button. Adobe Flash may prompt you for permission. After granting permission, a webcam video preview appears. If you're happy with the preview, click *Start Sharing* to share your video with all participants. You can also click the webcam icon in the Application Bar to access your webcam and preferences.

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eg
https://qub.adobeconnect.com/demo/

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Demo Room for Demonstrating Adobe Connect

○ Enter as a Guest

Name
By entering a Guest Name and clicking "Enter Room", you agree that you have read and accept the Terms of Use and Privacy Policy

Enter Room

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

Click this icon to start / stop your webcam.

Click this icon to start / stop your audio.

To change your status

Within a meeting, you can also change your status to provide feedback to the presenter and other attendees.
To change your status, click the arrow on the Status Options dropdown list on the Application Bar and select your desired status option.
If you select an option above the line such as Agree or Step Away, your status remains until you choose Clear Status. If you choose an option below the line such as Speed Up or Applause, your status automatically clears itself after a number of seconds.

When you set your status, an icon appears next to your name in the Attendees pod.

Chat

To send a message to everyone, simply type your message in the chat pod and hit enter or click the send icon. If the meeting host has enabled private chat, you can send messages to a specific attendee or group within the meeting. To do this, use the Attendees pod to hover over the name of the attendee you'd like to chat with, and select

Start Private Chat.

Alternatively, you can use the Pod Options menu in the top right hand corner of the pod to select an individual or group by clicking Start Chat With. Private chat messages show up in additional tabs to make it easy to distinguish between private and public chat.
If the host is using a Q&A pod instead of a Chat pod, then all messages are moderated and private chat is not available

- Raise Hand
- Agree
- Disagree
- Step Away
- Speak Louder
- Speak Softer
- Speed Up
- Slow Down
- Laughter
- Applause
- Clear Status