e/merge Africa Adobe Connect Manual - How to join a conference as a participant

Adobe Connect is conferencing software, that provides a platform for meetings, workshops and other occasions that requires people to come together. During a session interaction takes place through text chat, voice and/or video. Adobe Connect supports screen share, uploaded PowerPoint presentations and other kinds of documents. To join as a participant, in most cases, no additional software is required. Adobe Connect is accessed via a web browser (preferably Firefox) with a Flash player installed (many websites use Flash player, which means it's likely to be installed and up to date in most cases). A standard updated PC/laptop or Mac is usually capable of running an Adobe Connect session. It is still, however, recommended to follow these guidelines below to ensure a problem-free experience. Please notice that the steps below are aimed at setup on a laptop or PC/Mac. For tablet/smartphone see further down in this guide. For any inquiries regarding Adobe Connect, please contact Jakob Pedersen (jakobp@emergeafrica.net)

1. Connection and plug in test - First time users only

For first time users it's important to run the Adobe Connect Diagnostics test: Please access the online wizard here. This guide will do the following:

- Measure your connection speed and determine if suitable for Adobe Connect usage
- Check that your Flash Player version is up to date
- Prompt you to install an Adobe Connect plug in (not essential, but recommended)
- At the end of the test, please click "Send Results" - This information will go to the Adobe Connect administrator at UCT only, and only contain the information seen on the screen. Should there be any need for troubleshooting this will serve as valuable information.
- Please ensure there are four green tick marks - If this is not the case please inform Jakob Pedersen (jakobp@emergeafrica.net).

Adobe Connect Diagnostics Test successfully completed

2. Logging in as Guest

When you have run the connection test and this has been completed successfully, you are ready to join the meeting room. Please use the link provided for the event, preferably 15 min before, either click on the link or paste into your browser. Once at the login screen please log in as a guest; this is done by typing in your name in the **Guest field** and click **Enter Room**.
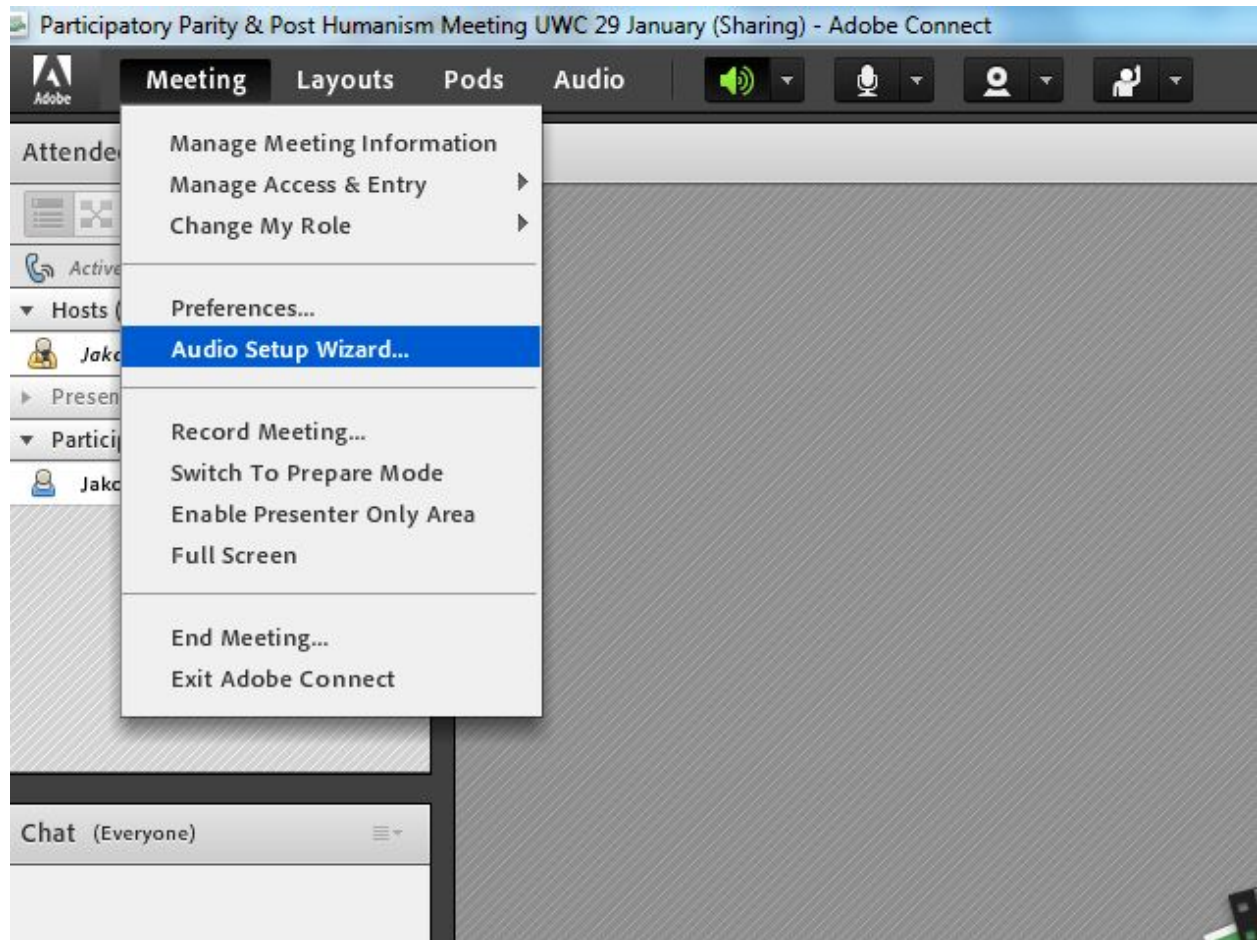
Please mark Enter as Guest - type your name and click Enter Room

3. Role

Once you enter the room you will be either **Participant** or **Presenter**, depending on how the Host has set up the room. The main difference is the right to use audio in the meeting room. As a **Participant** you will need the Host's to enable your microphone to allow you to use voice in the meeting. As a **Participant** you will only have access to the text chat. As a **Presenter** you will already have access to use your microphone.

4. Audio setup

Once either microphone rights have been granted or you wish to participate using voice, it's strongly advised to run the **Audio setup wizard** first. Go to "Meeting" in the top menu and choose Audio Setup Wizard..

Audio setup ensures best quality sound

5. Meeting controls

Once your audio has been setup and you are ready to speak, activate your microphone by clicking the the Microphone symbol at the top of the screen (see below)

 Microphone deactivated

 Microphone activated

 Microphone activated, but muted

Should you experience that your microphone is still low, click the the down arrow next to the microphone to adjust level.

6. Adobe Connect on Tablet/Smartphone.

Adobe offers a free Adobe Connect app for iPad/iPhone and Android devices. The instructions how to join using the app are pretty much the same: Type in the provided meeting url and login as guest. Audio setup does not apply to the app version of Adobe Connect.