ADOBE CONNECT INSTRUCTIONS FOR STUDENTS

Joining or exiting a class meeting

Joining an online class meeting can be as simple as visiting a website and if you are attending the meeting as a participant, your role is to watch, listen, learn and participate as needed—by using text chat or status icons.

Joining a meeting

1. To join a meeting as an attendee, all you need is the professor’s meeting URL. The professor may send this URL in an e-mail invitation or you may have bookmarked it from a previous meeting (http://albanylaw.acrobat.com/last name of the professor/).

![Adobe Connect Meeting Page](image1)

2. From the login screen, you can enter the meeting as a guest by typing the name you want displayed to other meeting attendees (students). The professor receives your request to enter the room and can accept or decline it. **Note: If the professor has not yet entered the meeting room, you are asked to wait.**

3. Click Enter Room. If the professor is logged in to the meeting and accepts your request to enter, the meeting room window will open on your screen.

4. Select Meeting> My Connection Speed and choose the correct one

5. Select Meeting>Audio Setup Wizard and follow prompts to test your speakers or headphones, and/or microphone.
Exit a meeting
As a participant or presenter, you can leave the meeting at any time by doing one of the following:
• Close the browser window.
• Select Meeting > Exit Acrobat Connect. (This command is available if you have installed the Acrobat Connect Add-in.)
Your name is removed from the Attendee list, you will no longer see what the professor (Presenter) is sharing, and you will no longer have access to the meeting notes or chat history.

Using text chat, notes, and video

Chat with other attendees
You can send a public text message to all attendees (students) or the professor (presenter). You may also be able to send a private text message to a single attendee (student). Be sure to select the message recipient before sending the message.
1 At the bottom of the Chat pod, click the triangle button and select a recipient:
   • Select Everyone to send a message to all attendees.
   • Select Presenters (the professor) to send a message only to attendees (students) with presenter status (this includes the professor).
   • Select the name of an attendee to send a private message to just one person.

Note: If individual attendees (students) are not listed in this menu, private chat has been disabled for your meeting; you can only send text messages to the professor (Presenter) or Everyone.
2 Click in the small box above the recipient and type your message.
3 To send the message, do one of the following:
   • Click Send Message.
   • Press Enter (Windows) or Return (Mac OS).
The message appears in the top portion of each recipient’s Chat pod.

Viewing meeting notes
Meeting notes or additional information may appear in the Note pod. If needed, use the scroll tab on the right side of the pod to view all of the notes.
As a participant, you will not be able to type in this pod. However, if you are a presenter, you are able to edit the contents of the Note pod and change text size and alignment settings.
Sharing your web camera

If you have a web camera attached to your computer, you can broadcast live video to all meeting attendees (other students).

Share your camera

When you share your camera, your live video feed appears in the Camera pod. The video feeds are automatically arranged and resized as other attendees (students) share or stop their cameras.

1 In the Camera pod, click Share My Camera.
2 If the Flash Player displays a prompt requesting access to your camera, click Allow.

Stop your camera

Stopping your camera removes your video feed from the Camera pod.
❖ Click the stop button in the upper-right corner of your video feed.

Pause your camera

When you pause your camera, a still image remains visible in the Camera pod.

1 Point to the title bar immediately above your video feed.
2 Click the pause button that appears to the left of the stop button.

Attendee status and roles

Display or clear your status

You can communicate requests or issues to the professor or other attendees (students) by displaying a status icon next to your name. You can choose an icon to indicate any of the following:

• I have a question
• Go faster
• Go slower
• Speak louder
• Speak softer
• Thumbs up
• Thumbs down
• Stepped away

When you select a status, the icon appears to the right of your name. You can clear your status at any time during a meeting (class). The professor can also clear your status—for example, after a question has been answered.

1 Click My Status in the Attendee List pod.
2 Select the status that you want to show, or click Clear My Status