

## How do I Join a Meeting via Adobe Connect (Instructions for Students)?

**Adobe Connect** allows you to host a meeting in a virtual meeting room where content can be shown by a presenter and viewed by participants.

Step	Procedure
1	Get the meeting <b>URL</b>

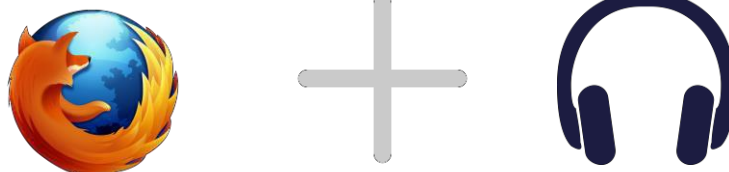
Your instructor will notify you, *usually by email*, of the meeting URL and time of the class before the meeting. The meeting URL will follow this syntax:

<http://haasberkeley.adobeconnect.com/this•part•is•provided•by•instructor>

The “[this•part•is•provided•by•instructor](#)” portion of the URL should be filled up by the actual name which the instructor provides you prior to the class.

Step	Procedure
2	Prepare for the meeting

In order for the meeting to go smoothly, it's extremely important that you have the following:

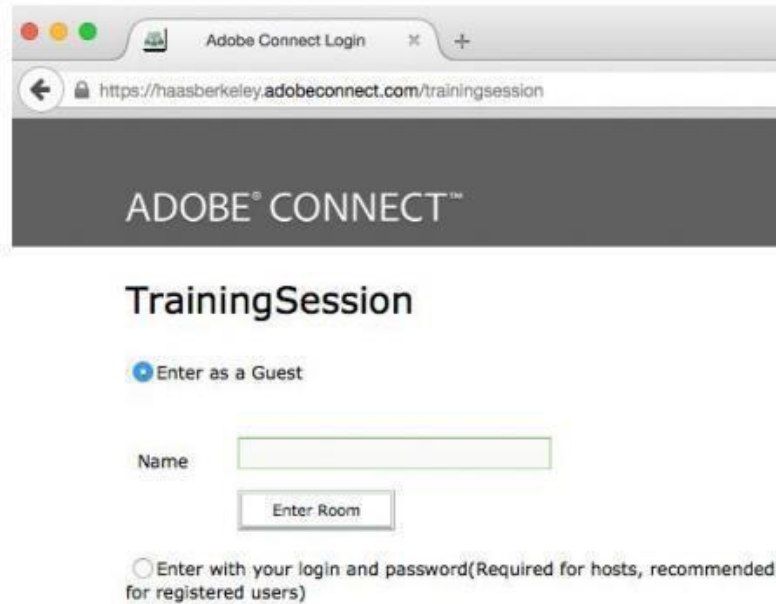


- The **latest version of Firefox** installed on your computer. Firefox is recommended browser as some Adobe Connect features do not work well with others, such as Chrome and Internet Explorer. To [get Firefox click here](#).
- Updated/latest version of Adobe Flash. Click here to update: <http://get.adobe.com/flashplayer>
- Use headphones or earbuds to plug into your computer to hear the meeting audio, instead of through the speakers. This is important because if you don't have earphones and you need to turn your computer mic on in order to interact in the meeting, you'll produce reverberation which will negatively affect the entire meeting. You also won't be able to participate in discussions using Adobe Connect.
- Choose a quiet physical location to attend your meeting.
- Plan to enter the meeting at least five minutes early to ensure you have enough time to confirm that everything is working optimally.

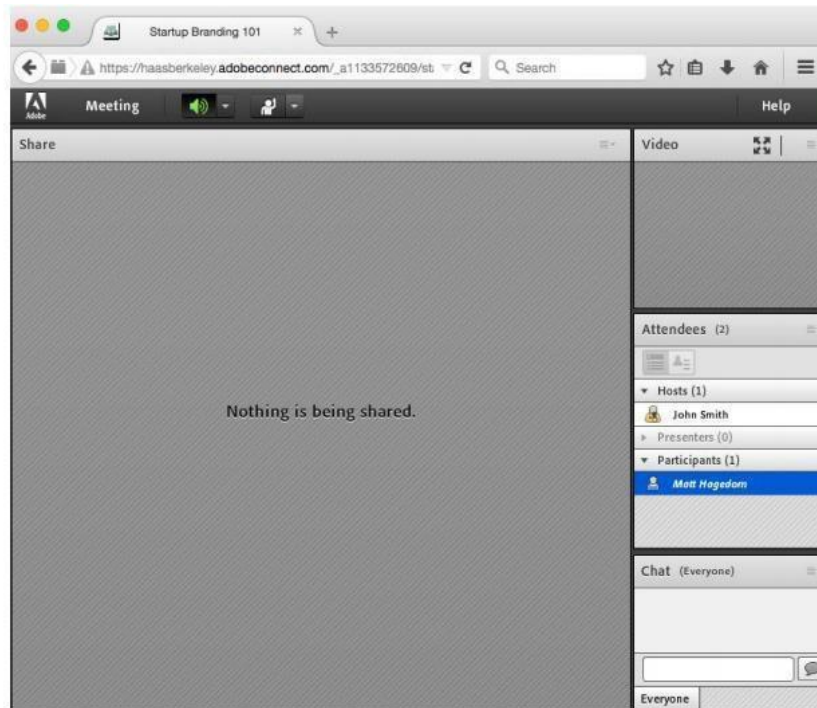
Step	Procedure
3	Enter the meeting

Go to the meeting URL and type in the name you use at UC Berkeley (Your full name. This must be exactly the same for each session).

Select "Enter as Guest" and click "Enter Room".



Step	Procedure
4	You will now enter the meeting room as seen below.



Step	Procedure
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5	Interacting in the meeting:
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Most of the time the instructor will be presenting and you'll be listening and watching. Occasionally the instructor may call on students. **To raise your hand**, click on the **raise hand icon** in the top strip of icons. The instructor or GSI assisting the meeting will get a notification that you're raising your hand. You'll notice the raise hand icon turn green.



You can also use the **chat box** to interact with the class and ask a question. Keep in mind that by default the whole class sees what's entered in the chat box after you hit **Enter**.

Step	Procedure
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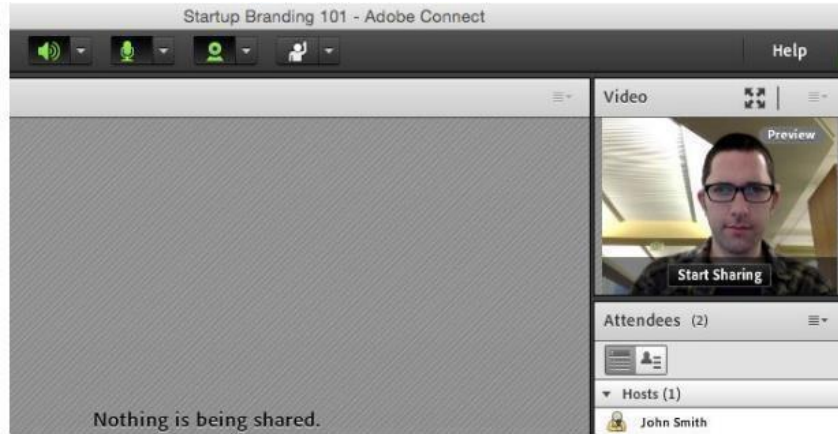
6	Turning on your mic or webcam when called upon:
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When called upon, the instructor will verbally prompt you and if you'd like to speak, they'll grant you mic and webcam access on their side. You'll notice the white mic and webcam icons in the top strip of icons appear.



Step	Procedure
7	Click the the icons and they'll turn green, indicating that your mic and webcam are now on.

You'll see yourself on your webcam but the video isn't being broadcast to the meeting yet. To enable your video in the meeting you must click "Start Sharing".



Step	Procedure
8	You can now interact via audio and video in the meeting.

It's important that you click on your mic icon to mute it when you're done speaking so the meeting doesn't continue to pick up audio from you. The instructor or GSI assistant can close your webcam on the main meeting at this time.

**TROUBLESHOOTING:**

PROBLEM	SOLUTION
People can't hear me	<p>Is your mic enabled? The mic icon in the top strip of icons in the meeting should be green to indicate enabled. White indicates not enabled.</p> <p>Some computers have multiple mics; ensure the proper one is enabled by clicking on the down arrow on the mic icon and selecting the proper mic.</p>
I can't hear anyone	<p>Are your speakers muted? The speaker icon in the top strip of icons in the meeting should be green to indicate enabled. White indicates not enabled.</p>