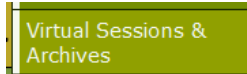


Instructions for Connecting to an Adobe Connect Session

We recommend that you obtain a headset with a microphone so you can 'talk' with us in the sessions.

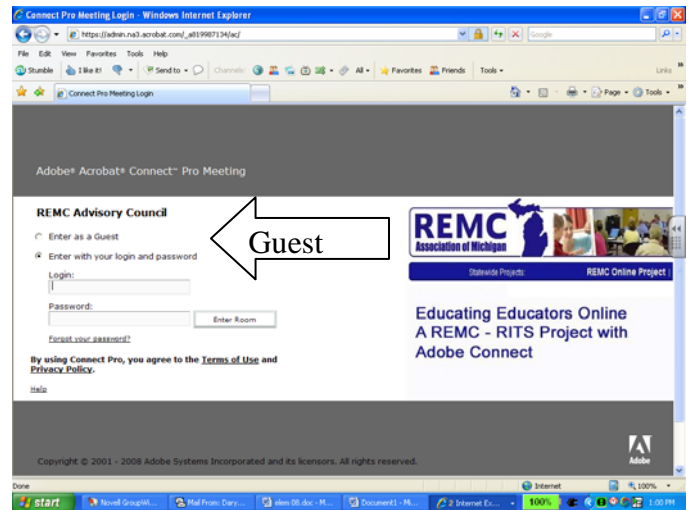
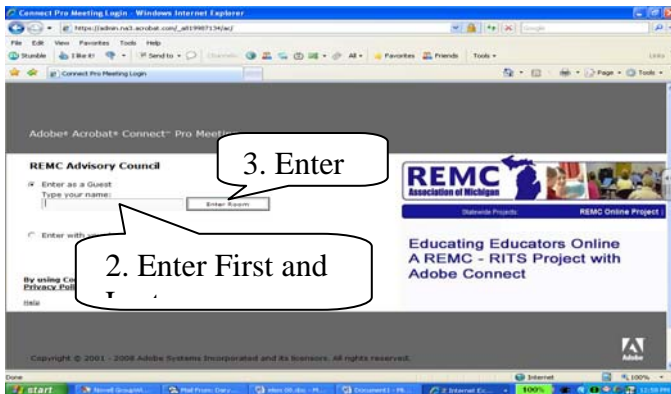
1. Go to the <http://21things.weebly.com> site and click on the Virtual Sessions Tab.




You can check the table at the bottom of the page to locate the schedule. Then scroll up the page and select the Virtual Meeting Link URL by clicking on it.

2. Click on the radio button to Enter as a Guest

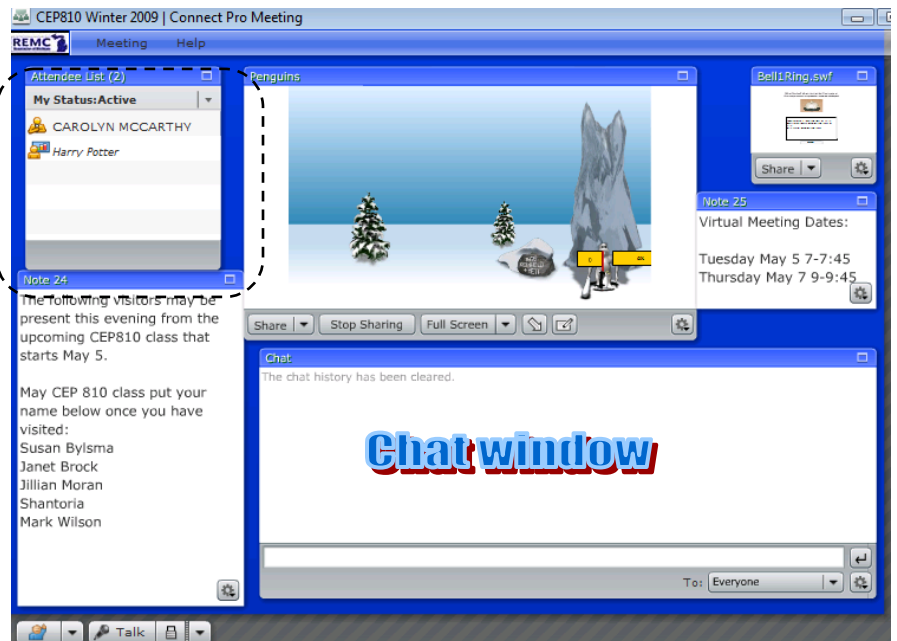
3. Type your name and click on Enter Room



4. Your window may look slightly different that the one shown here. Attendee list: You will see the leader

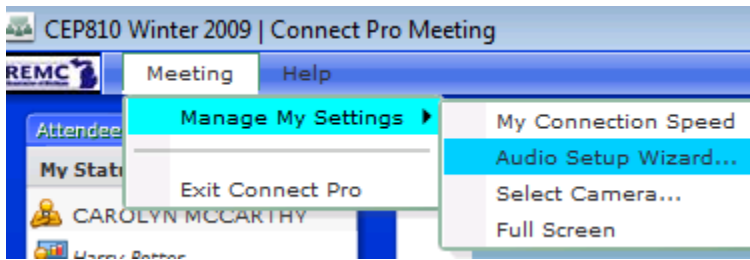
(host) indicated by the  (Carolyn).

You should see your name and other attendees listed as a participant in the same window.



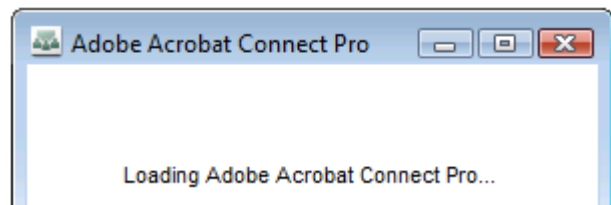
5. To check your audio settings you can click on the Meeting menu above the window, select Manage My Settings, and Audio setup wizard.

This will launch the Wizard.



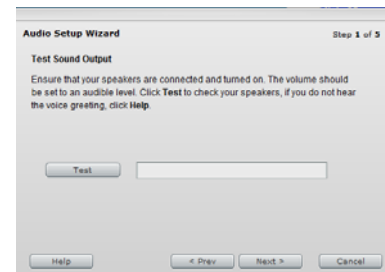
The suggestion is that on the first time, you install the Acrobat add-in by clicking on the Install button (not required at school, but recommended at home).

This Loading window will show up. It may take a few minutes, so it's best to do this before meeting time. It may knock you out of the room this first time and you may have to click the link to open a new meeting room window.



Proceed through the Manage My Settings Audio Setup wizard by clicking next>

Step 1 of 5: You will see the Test Sound Output window. Click on Test to check if you can hear the audio. Click on Next> if all goes well. (You may need to plug your headset in before you turn your computer on.)

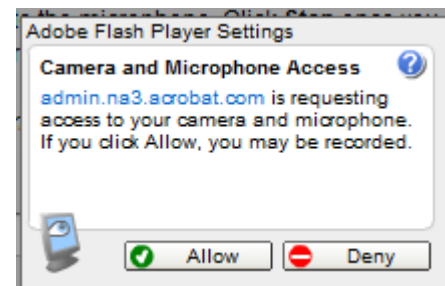


Step 2: Select your microphone (Important – make sure you select the USB headset, or particular one you are using. Notice it tells you to click on Next if you are not sure.

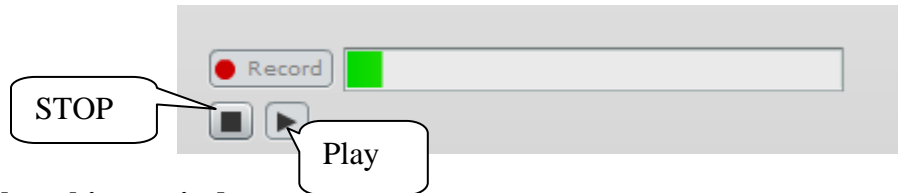


Step 3: Try your mic out by recording your voice. Click the red circle to start recording and read the sentence provided.

VERRRY IMPORTANT – Whenever you see this box asking to Allow access, please select – Allow. After the first time, you should watch for this box to pop up as you are first logging in and click on

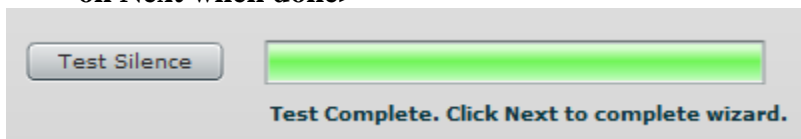


your mic to talk. When you talk, the green sound bar will move to the right, indicating it is picking up your voice. Click the square button to stop. Then click the triangle to hear yourself.

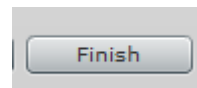


Click Next> when this step is done.

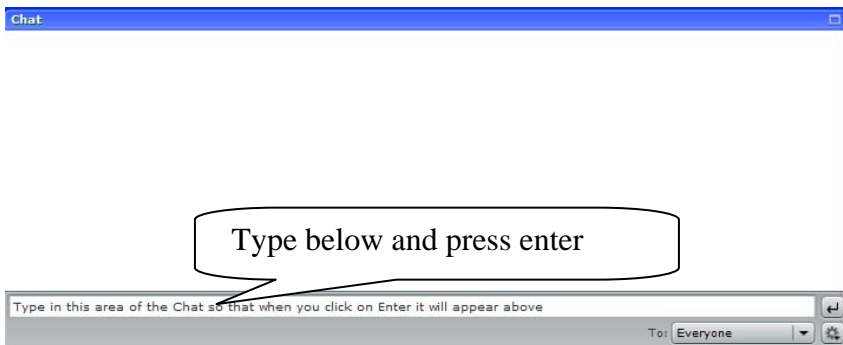
Step 4: Tune Silence Level – sit still and click the button and wait until it is filled across. This will cut out noise from your computer fan, or other sounds around you. Click on Next when done>



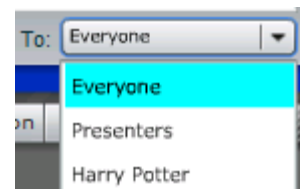
Step 5. You are done. Click on Finish.



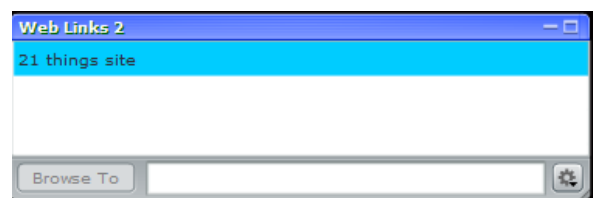
6. You can chat with others in the room. Begin typing in the space provided and press enter when you are done typing your message.



7. If you only want to chat with one person, you need to choose whom you want to chat with by clicking on the drop down arrow to the right of the To Everyone: window and select an individual.



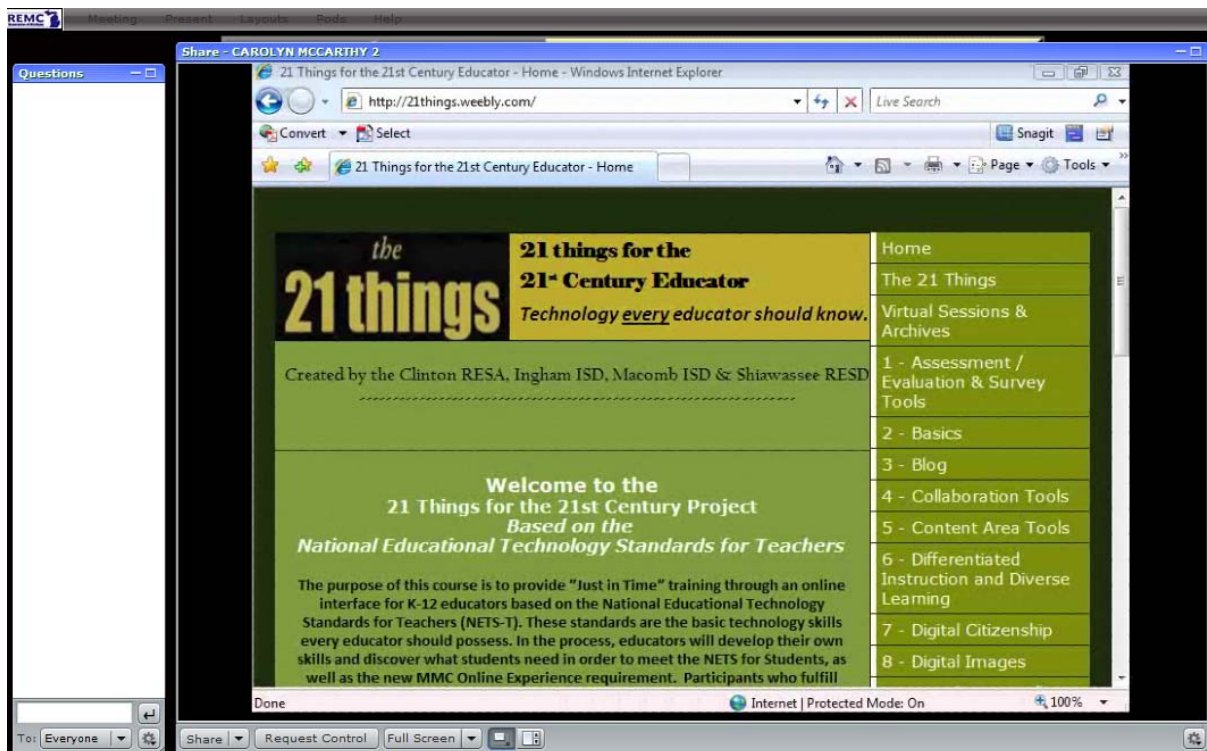
8. Pods: A “Notes pod” can be used for taking notes. A “Web links pod” can also be provided for web links and a “File sharing Pod” can be used to provide a file for you to download..



9. The host can share their computer screen with you in order to demonstrate different web sites, techniques, or programs.



We can also give participants the ability to share their own screen. This is great for troubleshooting, or if the participant has something to show. In order to share your screen, a Plug-in must be installed. It's best to do this ahead of time. You can go to the following site and select the Add-In.



Enhanced Audio Controls with Meeting Add-In

(from the Adobe Internet site)

<http://www.adobe.com/support/flashplayer/downloads.html>

When a Participant joins a Connect Pro Meeting, the meeting is launched from, and rendered in, the Adobe Flash Player, a plug-in installed on 98% of computers. This ubiquitous plug-in offers basic audio controls.

For more advanced audio enhancement functions, it is recommended using the Connect Pro Meeting Add-In. It is a lightweight, Flash-based add-on that Connect Pro users should install when they are promoted to the role of Hosts or Presenters and intend to share a document or their screen with meeting participants. Among other things, the Meeting Add-In provides enhanced audio features and controls, such as echo cancellation and automatic microphone gain control.

All Connect Pro VoIP users, regardless of role, can benefit by installing the Meeting Add-in and using the Audio Wizard to set optimum audio levels. To download and install the Meeting Add-in from a Connect Pro room, go to **Help > Check for Updates**; a **Downloads** page opens up in your browser and you can install 'Adobe Acrobat Connect Add-in'. Otherwise, Presenters can temporarily promote Participants to Presenter role where they will be prompted to install the Meeting Add-in.

Adobe Acrobat Connect Add-in >Install Windows >Install Macintosh	Meeting Administrators Seminar Administrators Event Administrators	Acrobat Connect Add-in allows meeting presenters and hosts to share their screen, control other users' screens, and upload their files to meetings. There is an add-in available for users on computers running the Windows and Macintosh operating systems.
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That's it! Enjoy a virtual session.