



## How to Connect the Audio

The host will start the meeting audio once they sign into the meeting. If you enter the meeting room by the emailed URL before the host does, the option to start the meeting audio won't be available.

Once the host arrives, you will have the following options:

### Dial-Out

- **This is the preferred NAMI method** for joining an Adobe Connect meeting
- When prompted, type in the phone number you would like the system to call



Join Audio Conference

This meeting's audio conference was successfully started.  
How would you like to join the meeting's audio conference?

Dial-out [Receive a call from the meeting]

+1 (USA) Phone Number

Dial-in to the Audio Conference via Phone

Using Microphone (Computer/Device)

Join Listen Only

- Your phone will be called within a few seconds
- You will now be able to hear and speak with the other people in the meeting

### Dial-in to the Audio Conference via Phone

- Click the circle to the left of the **Dial-in to the Audio Conference via Phone** to choose this option
- You will be provided a phone number to call as well as a passcode that will connect you to the meeting
- Follow the prompts to input this information
- You will now be able to hear and speak with the other people in the meeting

### Using Microphone (Computer/Device)

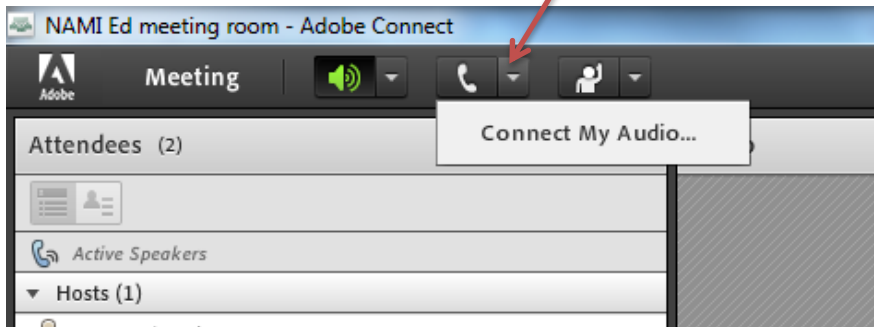
- Use this method only if you use a headset connected to your computer
  - The headset should be VOIP-compatible (VOIP – voice over internet protocol)
  - If you don't have a headset and don't use either the **Dial-Out** or **Dial-In** method, please choose the **Listen Only** option
- Connect your VOIP-compatible headset to your computer
- Click on the circle to the left of **Using Microphone (Computer/Device)** to choose this option
- You will now be able to hear and speak with the other people in the meeting

### Listen Only

- You will hear the meeting attendees through your computer speakers
- You may interact with other attendees by typing in the **Main Chat** (see below)

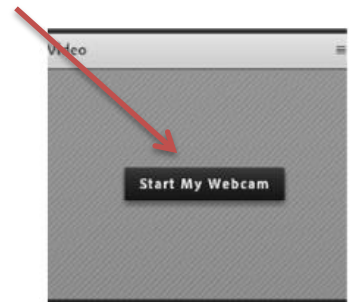
## I Didn't Mean to Choose Listen Only


- Once you have entered the meeting room, locate the phone handset at the top of the meeting screen
- Click on the dropdown arrow next to the handset
- Click on **Connect My Audio**
- Follow the prompts



## Using a Webcam

- If the meeting host asks you to share your webcam, a **Start My Webcam** button will appear on the screen
- Make sure your webcam is plugged in and click **Start My Webcam**
- Adobe Flash may prompt you for permission, please **Allow**



- A webcam preview will appear, click **Start Sharing** to share your video with all participants
- You may also click the webcam icon  in the Menu Bar to access your webcam



## Icons



Computer speakers – Adobe Connect will mute the computer speakers if you call in using the phone. This helps prevent unwanted feedback on the line.



Telephone handset – control your own phone features such as mute my line, reconnect audio



Webcam – only visible if host enables webcam, controls your webcam options



Status – use to provide feedback to the presenter and other attendees. Includes options such as raising hand or asking the speaker to slow down.

- A green icon means that the option is active
- In the example above, the computer speakers are muted, the telephone is active and both the webcam and status are not being used

## Main Chat

- Located in the lower left corner of the computer screen
- To send a message to everyone, simply type your message in the text box in the **Main Chat: Everyone** tab, hit enter on your keyboard or click the **Send** icon
- To send a private message, using your cursor, hover over the name of the attendee you'd like to chat with and select **Start Private Chat**
- Private messages show up in an additional tab next to the **Everyone** tab
- Only the recipient of the private chat can see this message

