

# Adobe Connect Preparation



Tech Support  
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Last Update: 03/17/2009

This document serves as a Users' Guide to the basic features of Acrobat® Connect™ Professional (Adobe Connect or Breeze). Please follow the instructions and contact Ying Wu if you have any questions.

Get a quick overview: [http://www.adobe.com/go/connectpro\\_overview](http://www.adobe.com/go/connectpro_overview)

## I. Preparation.

### User's Account

Due to limited resources in Adobe Connect, users' accounts can only be assigned to GMU/TTAC faculty and staff members. Students can always enter a meeting room by logging in as guests. Please contact Ying Wu to set up your account. An email with your user name and password will be sent to your email box.

### Schedule a Meeting

Please contact Ying Wu if you would like to request to schedule a meeting via Adobe Connect. You will need to provide her with the desired date, time and name of the Adobe Connect meeting. Two good examples of the names of the meetings would be:

*EDSE 511 Characteristics of Students with Visual Impairments*  
<http://webcon.gmu.edu/edse511/>

**or**

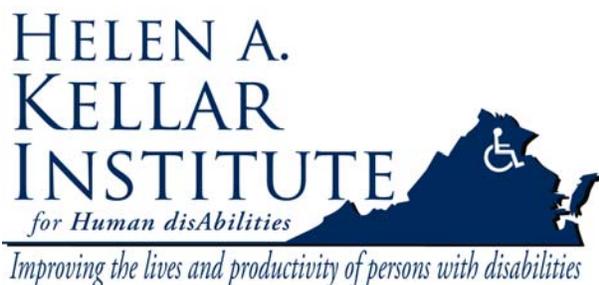
*ATPP online meeting*  
<http://webcon.gmu.edu/atpp/>

Once the meeting room is created, you will get a confirmation email with the URL and time of the meeting in your email box. You can then forward the confirmation email to your attendees.

### Software and Hardware

To participate in an Adobe Connect meeting, all attendees will need a computer with high-speed internet. Webcam and headset with microphone are optional. They are only required if you want to broadcast your video and audio to all the participants.

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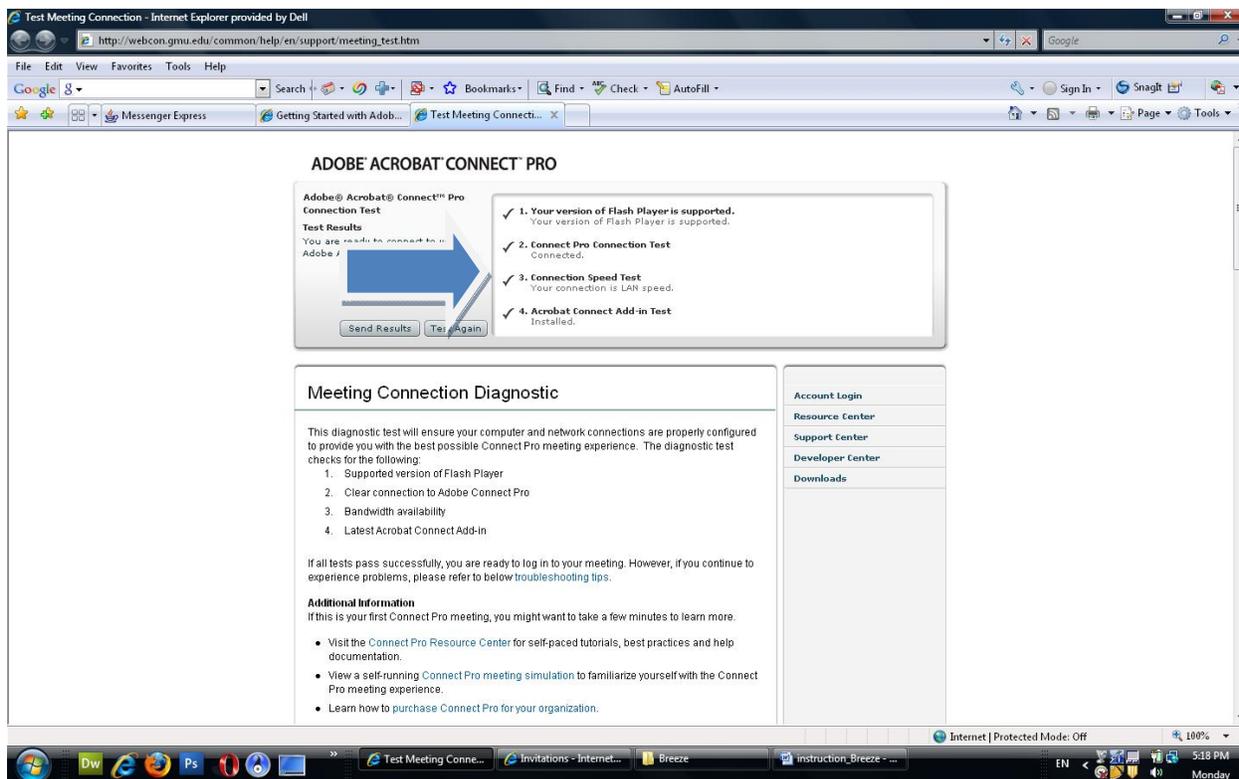
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**Note:** If you use the microphone built into your computer, there will be audio feedback on the session that will be disruptive to the other attendees. The headphones with built in microphone help to eliminate audio feedback and drown out background noises.

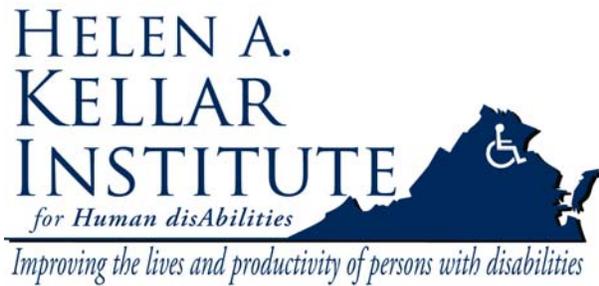
Test your computer to make sure that you are set up with all of the tools you will need to participate in the meeting. You can find the following test link in the invitation email:

[http://webcon.gmu.edu/common/help/en/support/meeting\\_test.htm](http://webcon.gmu.edu/common/help/en/support/meeting_test.htm)

Download the latest Acrobat Connect add-in if needed from the above test link. Make sure all the four items on your test link are checked. A similar test page would be like this:



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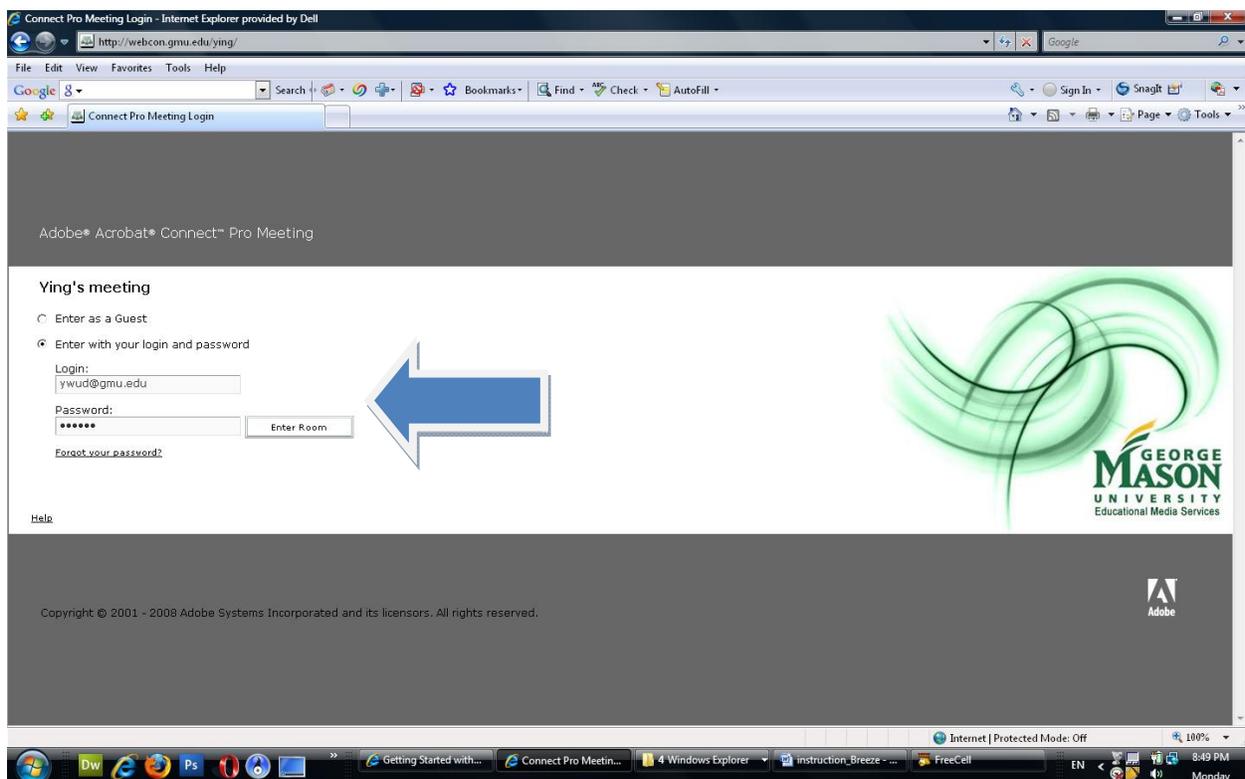
Cell: 571-230-4947

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## II. Logging into the meeting

Enter the URL for your Adobe Connect Meeting. Take Ying's meeting for example:

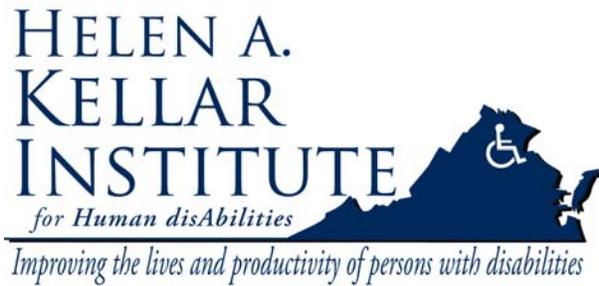
<http://webcon.gmu.edu/ying/> You will see a login page like this:



If you have already set up your user's account, check the option of "Enter with your login and password" and log in. Otherwise, users can check the option of "Enter as a Guest".

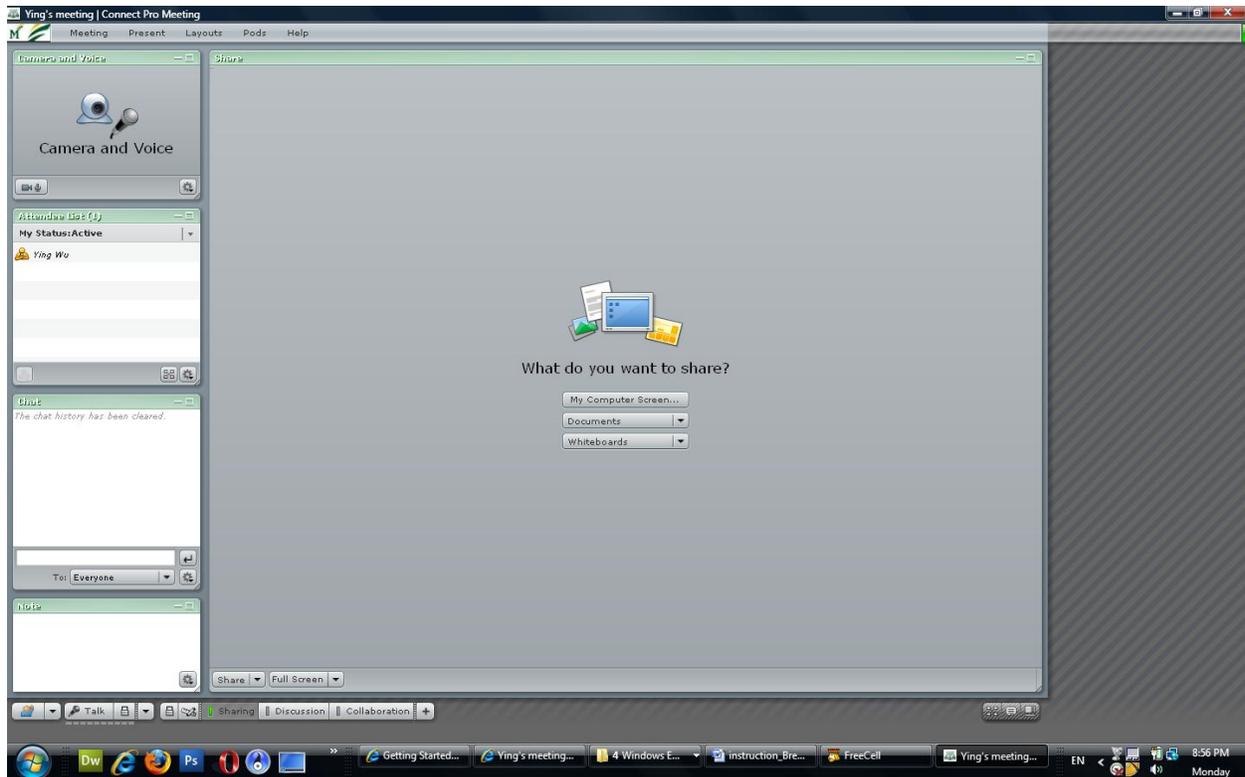
Then click Enter Room.

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If you see a page like this, congratulations! You have entered your meeting room.



If you request to schedule the meeting, you will be promoted to be the Host of the meeting. After logging in, you can see your name and other attendees' names who have logged in listed under Attendee List on the top-left corner of the page.



Please proceed to use the tutorial for Host.