**Type of Technology**: Adobe Connect

|  |  |
| --- | --- |
|  |  |

If you have not used Adobe Connect with your computer, you should do the following the day before:

To ensure your computer supports Adobe Connect, you may test your computer connection at: <https://connect.athabascau.ca/common/help/en/support/meeting_test.htm>.

You can get a quick overview of Adobe Connect at: <http://www.adobe.com/go/connectpro_overview>

**Instructions when using Adobe Connect**

1. If you are in an open work area, you may want to use headphones. Plug them into your computer *before* you click onto the url to login.

2. We will be using the inbuilt audio functions of Adobe Connect, so please ensure that your headphones and/or microphone are connected PRIOR to entering the meeting room with the URL.

3. You will also want to ensure that all other internet windows are closed, as your Adobe Connect may not run smoothly if you have other web content open concurrently (for example Skype, or your mail system).

4. Try to login at least 10 to 15 minutes prior to the session. In that way we can help you with the audio, show you how to use the microphone and deal with any other problems you may encounter.

5. Log in using the 'Guest' option - the Host will start letting people into the Adobe Connect room approximately 15 minutes prior to the presentation, so until that time you will see a plain screen, informing you that the Host is aware of your presence, and will grant you permission to enter the session.

6. If you encounter any problems during the session, such as disconnection, audio disappearing, you can get in touch with Vikki Bellerose at vikkib@athabascau.ca and she will try to help you.

Log in to Adobe Connect ***at least 15 minutes prior*** to the start time. In this way, any audio problems can be corrected prior to beginning.