

Adobe Connect Web Conference Tips

You will use the link below to join the meeting. In order for this meeting to be successful, please plan on joining the meeting 10 minutes early so that we can ensure that your speakers and microphone are working.

To join the meeting, click this link: <http://houstonisd.adobeconnect.com/departmentchairmeeting5-19-2015/> Enter your name in the cell provided, and click Enter Room.

Enter as a Guest

Name



Once you have entered the Adobe room, click *Meeting* in the upper left-hand corner of your screen and run the *Audio Setup Wizard*. If, at some point during the Audio Setup Wizard, you receive an Adobe Flash Player Settings message asking if Adobe can access your microphone and webcam, click *Allow*.



Web conference participant controls:



- The speaker icon allows you to adjust your speaker settings
- The Microphone icon allows you to control your microphone settings
- The webcam icon allows you to control your computer's webcam. We will not be utilizing this feature for the department chairperson meeting.
- The icon of the person raising his hand allows you to communicate nonverbally with the group.

Tips for a successful Web conference:

- Determine if you need to plug in a microphone. Most laptops have a built in microphone; so, if you are using a laptop for this meeting, you should be ready to go. If you are using a desktop, more than likely you will need to plug in an external microphone.
- Keep your microphone muted unless you are speaking
- Please introduce yourself when you have joined the meeting and each time you speak.