

Instructional Guide for ADOBE CONNECT/HSIN Virtual Meetings

The screenshot shows the Adobe Connect interface. At the top, there are tabs for Meeting, Layouts, Pods, and Audio. Below these are icons for speaker, microphone, camera, and a person icon. On the left, there is an Attendee List (6) with categories: Active Speakers, Hosts (1) (Steve Arguelles), Presenters (1) (LCDR Mervar), and Participants (4) (MST1 David Robey, MST1 Wooten, Paul Kaufer, Scott). The main area is titled 'Camera and Voice' and contains a 'Start My Webcam' button. At the bottom, there is a chat box and a file sharing area.

Click the arrow next to the speaker symbol to ensure your speakers are on.

Click the arrow next to the microphone symbol to connect your audio. Once your audio is connected, you can mute or unmute your microphone.

To start your webcam, either click the arrow next to the camera symbol, or select "start my webcam" below.

Host, presenter, and participant mode:

- **Host mode:** The host is the moderator for the meeting and can enable microphone/camera access for those in participant mode. The host can also move meeting attendees between the three different categories.
- **Presenter mode:** Presenters have the ability to broadcast from their webcam and microphone (see instructions above). When not actively presenting or briefing, those in presenter mode should mute their microphones and disable their cameras. When you log in as a guest you will automatically be placed in presenter mode. Unless you are briefing or presenting, the host will likely place you in participant mode.
- **Participant mode:** This is the mode the majority of the meeting should be in. Participants should ensure their speakers are turned on, but generally will not broadcast video or audio unless the host grants them permission. If you are not presenting or only presenting very briefly, this is the mode you will likely be in.

* Use this chat box to ask any questions or provide any comments

* Use this box to download any files the host or presenters have uploaded