Adobe Connect 9
Quick Guide - Presenter

ICT Multimedia Learning Management

CONNECTION TEST

Before participating in an Adobe Connect meeting, we suggest verifying that the connection is working properly by completing the online test:

http://bconnect.unibocconi.it/common/help/it/support/meeting_test.htm

The online test is always available.

ACCESSING A MEETING

Access the meeting by the invitation link
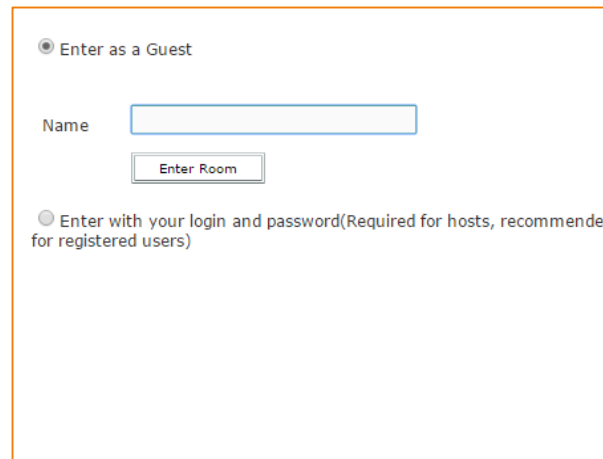
http://bconnect.unibocconi.it/iefe2018/

Choose **Enter as a Guest**,

enter your name and click

Enter Room

NB Before accessing the meeting,
close all software that may use the
audio and video channels (for example
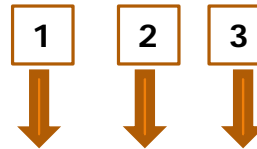Skype, etc.)

HOW TO ENABLE YOUR AUDIO AND VIDEO

When you access the meeting your speaker is already ON (1). Now you need to enable your **microphone** (2) and **webcam** (3) that are disabled (OFF). Click on the white icons (2 and 3); they will get green.

When you start webcam you need to choose Allow in the pop-up that will automatically appear.
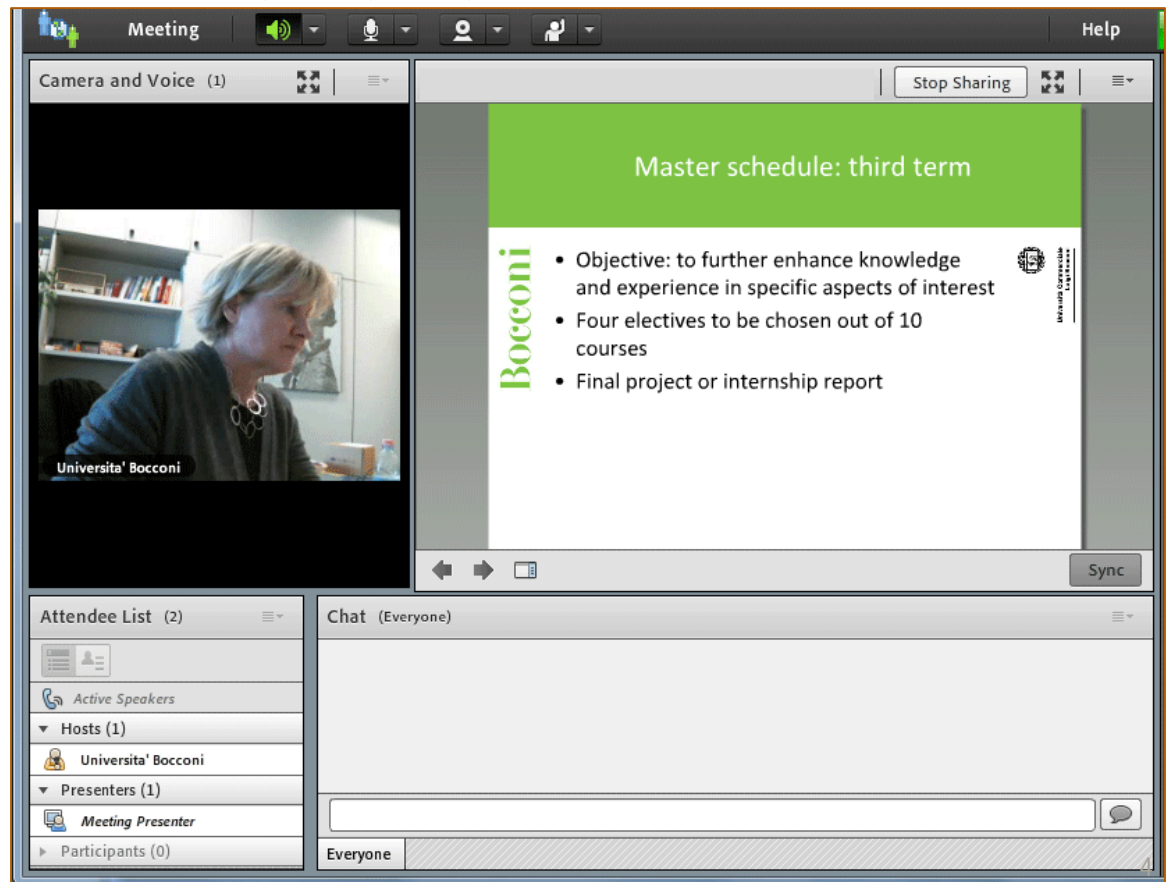
After closing the pop-up, please note that you are in preview mode: click on Start Sharing.

IMPORTANT: external webcam or microphone have to be connected before access the meeting. If you are already inside the meeting you have to close it and re-enter.

Please note that:
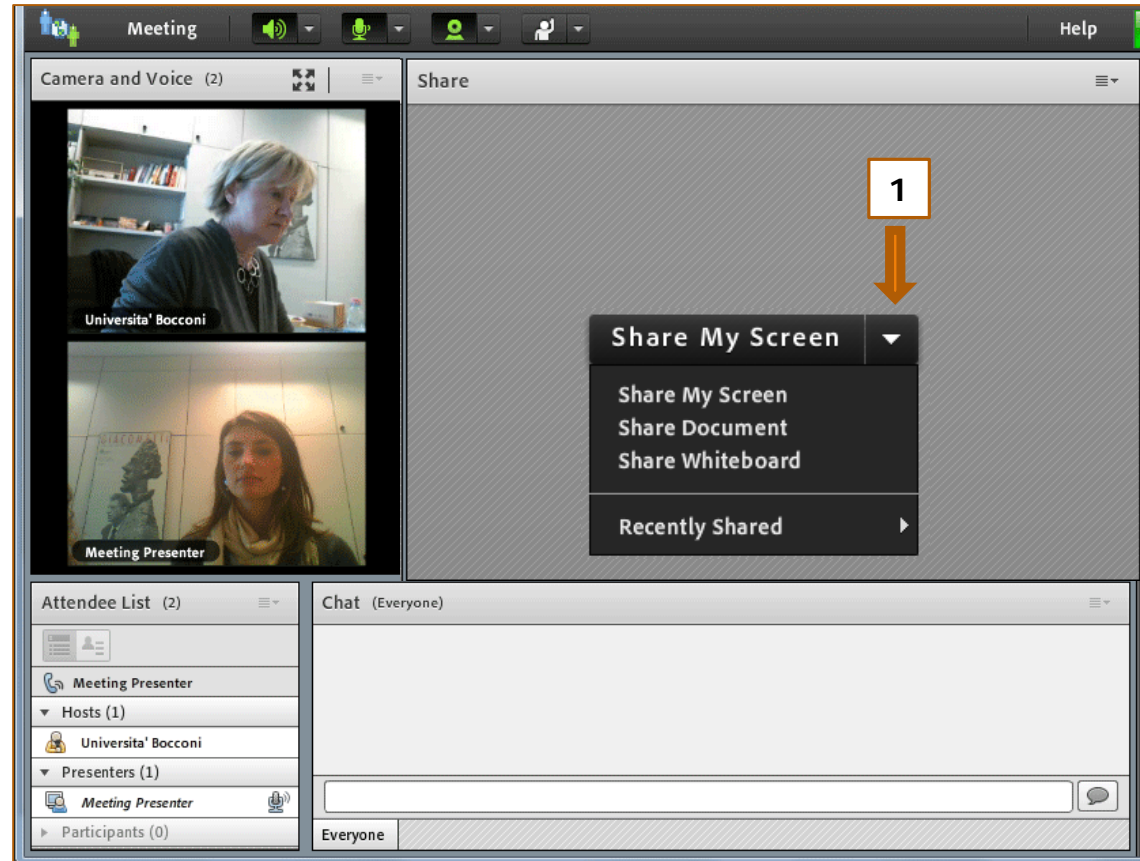- GREEN icon means ON
- WHITE icon means OFF

SHARING A DOCUMENT

You can share your document opening the menu of the pod Share (1).
You can choose to share between:

Screen sharing: it can be a desktop/full screen, an application or a window

Share Document: it can be a pdf, ppt, gif and jpg file, available in your computer resources

Whiteboard sharing: application of board in which you can write, draw

ACCESSING A MEETING BY MOBILE

Download the app ADOBE CONNECT to participate by mobile device (iPhone, iPad, Android)

Enter the link below and your credentials to attend the DL SESSION

http://bconnect.unibocconi.it/iefe2018/