Adobe Connect: Basic Functions

When you start an Adobe Connect meeting your privileges are very limited. Here we’re going to talk about what you can do at the very start of the meeting, without privileges. Let’s start with the chat box.

Here you can type a message to everybody or if you click “start chat with” to certain people. You can also change the size and color of your chat.

Next is the attendees pod. Here you can take a look at who else is in the meeting.

As well as start private chat. You can also click on the circled button to see attendees in status mode which shows you how many people have what status.

Next we’ll go to statuses. These can be a non-intrusive way to get the instructors attention you can raise your hand or answer yes or no questions. You can also let the instructor know if they are going too fast or if they are talking quietly. Remember after the instructor has acknowledged your status it is polite to clear your status.
If the instructor wishes they might give you microphone or webcam powers when you ask a question. (Note you should probably use the audio setup wizard before using your microphone)

The process of connecting your microphone is very similar. To start the microphone click “connect my Audio”. For webcam it’s “start my webcam”. A window may pop-up asking if you want to give adobe connect to access your device click “allow”. Now from the drop down menu you can mute, if microphone, or pause, if webcam. You can also disconnect the device if you don’t plan on using it for a while. (Note it is polite to mute or disconnect your microphone after you’re done talking to limit background noise and feedback).