How do I talk as a Participant?

Before you enter your room

   For full Online Meeting (Adobe Connect) functionality, including screen sharing, you need 4 ticks:

   ✓ Your version of Flash Player is supported
   ✓ Adobe Connect Connection Test
   ✓ Connection Speed Test
   ✓ Adobe Connect Add-in test;
       as shown in the following screen grab.

2. Before entering your Online Meeting room connect your microphone headset (and webcam if available). Connecting a microphone headset ensures that there are no feedback issues when you are talking.
   Please turn off external speakers and, if needed, seek assistance with this task.

Enter your room

1. Enter the Online meeting with your:
   ✓ user name;
   ✓ Adobe Connect password, or select “Forgot your Password” and follow the prompts.

2. Once you are in the Online Meeting room run the “Audio Setup Wizard” found under “Meeting” which is the first item on the left hand side of the top menu bar as shown in the following screen grab.
Connecting and Talking in your room

1. You and other participants will need to connect the microphone icon to be able to talk.

   Please note that you will only see the microphone icon if the Host has enabled this functionality.

2. Select “Connect My Audio” as shown in the following screen grab.

   ![Connect My Audio](image)

   You may need to accept the “Allow Adobe Flash Player” as shown in the following screen grab.

   ![Allow Adobe Flash Player Settings](image)

   Your microphone icon will indicate you are ready to talk now and change colour from white to green as shown in the following screen grab.

   ![Microphone Icon](image)

3. Talk and look for the sound waves in the microphone icon.

   When you do talk your microphone icon will show sound waves to the right of your microphone as shown in the following screen grab.

   ![Sound Waves](image)

   This indicates that your voice is being transmitted to the Host and participants at the other end.

   You will not hear your own voice.

   If you do hear your own voice there are feedback issues and you may need to:

   - check you have not come into the room twice;
   - turn off external speakers.
4. You will be able to talk when your microphone is green but it is good protocol to:

- mute your microphone when not talking
  “Mute My Microphone” is the first dropdown under the Microphone icon in the top menu bar as shown in the following screen grab.

![Screen grab of mute microphone option](image)

When muted there is a strike through the Microphone icon in the top menu bar as shown in the following screen grab.

![Screen grab of muted microphone](image)

- follow proper etiquette and protocols set by your Host which may be to:
  i. select the “Raise Hand” option if you wish to speak.

  “Raise Hand” is the first dropdown under the icon of the Person with a hand raised as shown in the following screen grab.

  ![Screen grab of raise hand option](image)

  ii. wait until your host acknowledges that it is your turn to speak;

  iii. unmute the microphone only when talking by again selecting “Mute My Microphone” as shown in the following screen grab;

  ![Screen grab of unmute microphone](image)

Now your microphone will be ready for you to talk and there will be no tick to the left of the “Mute My Microphone” option as shown in the following screen grab;
iv. Mute microphones when not talking. Select “Mute My Microphone”.

**Tips if single speaker mode is activated**

If Hosts have allowed a single person (Host, Presenter or Participant) to speak at the one time:

- Participants will see the asterisk to the right of the microphone when they are talking as shown in the following screen grab.

- No one else, even the host, is able to talk until the speaking Participant chooses “Disconnect My Microphone” as shown in the following screen grab.

  or

- Host disconnects the Speaker’s microphone.

**Help from within the Adobe Connect room**

Access the drop down help by selecting the Help drop down in the top right hand of the Online Meeting room menu bar as shown in the following screen grab.

Now choose from the options available as shown in the following screen grab.

**Online Self Help**

- [Adobe Connect Help and Support](#)
- Adobe ConnectPro
- CSU Online Meeting help (Adobe Connect)
- Interact 2 Online Meeting Tool Summary