Web Meeting Room Window

1. Start the Web Meeting

   1. Navigate to the meeting room’s URL provided by the Web Conference Team.
   
   Note: Meeting rooms have a unique URL ending, in this case the uniqname of a person. You use different URLs depending on who sets up the meeting.
   
   2. Enter your Adobe Connect Pro Login and Password.
   
   3. Click Enter Room.

   For example:
  
   univofmichigan.adobeconnect.com/lmpatter

2. Audio: Prepare the Microphone

   Talk:

   Press and hold Talk to turn microphone on. Click to keep microphone on, hands-free.

   Flash:

   If prompted, click Allow to install the Adobe Flash Player.

3. Video: Prepare the Camera

   Camera:

   Click to toggle camera on and off. This turns on microphone if not already on. Turn microphone on before turning camera on.

   Participant Control:

   Select a Participant and click . Select Set as Presenter to allow them to use their camera and microphone.

4. Invite Participants to the Web Meeting

   Navigate to: Meeting > Manage Access & Entry > Invite Participants

   This generates an e-mail with the meeting room URL to send to all invited participants.

   To End Web Meeting, Navigate To: Meeting > End Meeting