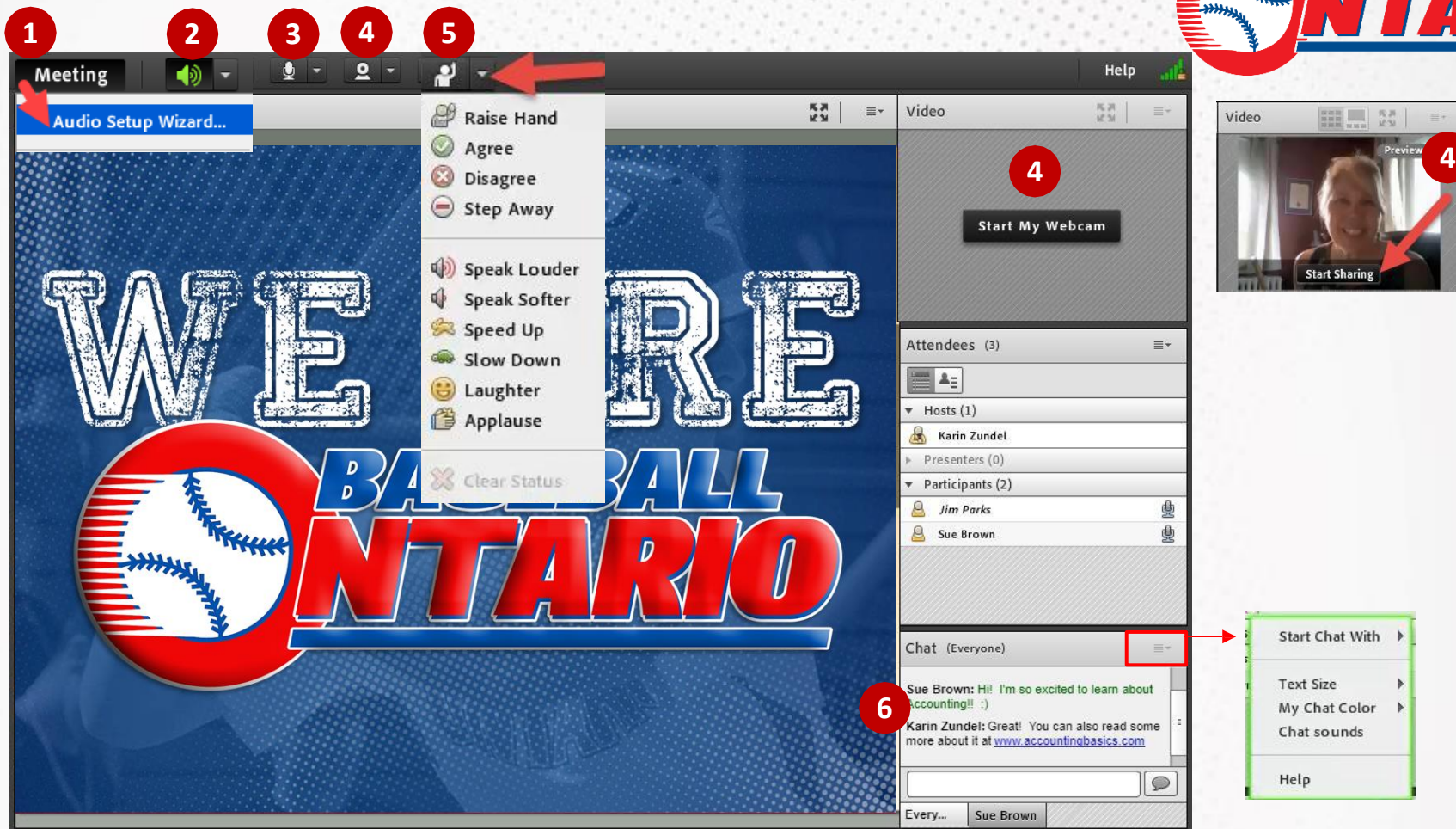


QUICK REFERENCE: ADOBE CONNECT PARTICIPANTS



- 1 With your headset or speakers and microphone plugged in, run the **Audio Setup Wizard** to optimize your equipment. Select “**Audio Setup Wizard...**” from the **Meeting** menu in the Application Bar.
- 2 **Adjust Speaker Volume** as needed.
- 3 If the host enables your microphone, you will see a **microphone icon in the Application Bar and beside your name**. When your microphone is on, an *icon in the Application Bar shows as green*; when muted the microphone has a slash through.
- 4 If enabled, you can also share your webcam image by clicking the **Start My Webcam** button on the video pod or the webcam icon in the Application Bar. After previewing your webcam video, click **Start Sharing** to share your webcam video with all participants.
- 5 Provide feedback during the meeting by changing your **status**. Click the arrow on the **Status Options** dropdown list on the Application Bar and select your desired status. For options above the grey line, select **Clear Status** to remove. (Status options below the line will disappear automatically after a few seconds).
- 6 To send a chat message to everyone in the meeting room, type in the **Chat** pod and hit enter or click the Send “bubble”. If enabled, you can send a private message to another participant by hovering over their name in the Attendees pod and select Start Private Chat, or click on the Pod Options menu in the top right corner of the Chat pod and select Start Chat With. Use pod options to customize your chat font size and colour as well!