

Application of Adobe Connect for Web-Meeting participation

Checking the prerequisites:

1. Operating System and Browser:

- * Microsoft Windows and Internet Explorer, Chrome or Mozilla Firefox
- * MacOS and Safari
- * Linux and Chrome or Firefox
- * iOS device and free to download „Adobe Connect“ App
- * Android device and free to download „Adobe Connect“ App

2. Installed Flash-Player Plug-In of your favorite browser on the OS platforms Windows, MacOS or Linux: <https://get.adobe.com/flashplayer/>

3. Additional pre-installed Adobe Connect Plug-In, for joining Adobe Connect presentations: <https://www.adobe.com/support/connect/downloads-updates.html#meeting-add-ins>

4. A wired headset is very recommendable! [https://en.wikipedia.org/wiki/Headset_\(audio\)](https://en.wikipedia.org/wiki/Headset_(audio))

5. Your download internet-speed should be at least *two Mbit/s* (<http://www.speedtest.net>)

6. Please check all the fulfilled prerequisites via:

https://na1cps.adobeconnect.com/common/help/en/support/meeting_test.htm

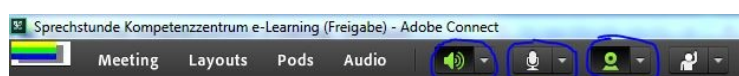
Configuration of the Adobe Connect user interface:

1. Please join the room you have been informed via mail 5 to 10 minutes ahead of official start.



2. Then, as a first step, please configure your audio settings for optimal loudspeaker and microphone tuning via „Audio Setup Wizard“ (you can find it under menu „Meeting“).

3. With the help of the three displayed buttons you can either activate or deactivate your loudspeaker, microphone or camera during the virtual meeting, -if wished so.



4. In case of audio or video problems you can become noticeable via the „chat“ windows in Adobe Connect; then you can discuss further steps there.