

ADOBECONNECT CHEAT SHEET FOR SIA MEETINGS

BEFORE YOU TRY TO JOIN THE MEETING

Check to see if you need to download any software. Because you will not be able to tell if you need to download software unless you try to join a live meeting, SIA meetings are scheduled to open on AdobeConnect 15 minutes before the official meeting start time. Click on the link in the meeting notice and AdobeConnect should tell you if you need to download additional software. Do so if required. Note: as a guest, you will not be able to join a meeting unless the meeting host clicks a button to let you in. The person acting as host may be distracted for a few minutes with something else, so if you are not getting let in, speak up on the conference call to let the host know.

JOIN THE MEETING

Step 1: First join the telephone conference call if there is one for the audio part of the meeting.

Step 2: Click on the “Join the meeting” link in the e-mailed invitation.

Step 3: Login as a guest with your name and wait for the host to let you into the meeting room. You will not need a passcode.

Step 4: When the meeting room screen appears on your computer, your name should appear on the right hand side of the screen as one of the participants. Other participants and the host will also be listed.

Step 5: Go to the top of the screen, look for the video camera icon, and click on it to initiate your webcam. (If you have an external webcam, make sure it is hooked up.) Your image should appear on the meeting room screen (unless the meeting is already in progress and a document is being projected on the screen).

Step 6: To avoid chaos, please use the hand-raising icons and other icons at the top of the screen to be recognized.

If you need to share a document with the group: please use BaseCamp or regular e-mail for that purpose, since we are not storing documents on AdobeConnect. If you need to project a document for the group to look at and work on *during the meeting*, either post it to BaseCamp, send it to Joyce, or ask for instructions during the meeting.

Using AdobeConnect w/ an iPhone or iPad: to do this, go to the AdobeConnect website and download the appropriate app (don't use Safari as your web browser): http://www.adobe.com/products/catalog/mobile._sl_id-contentfilter_sl_catalog_sl_mobiledevices.html