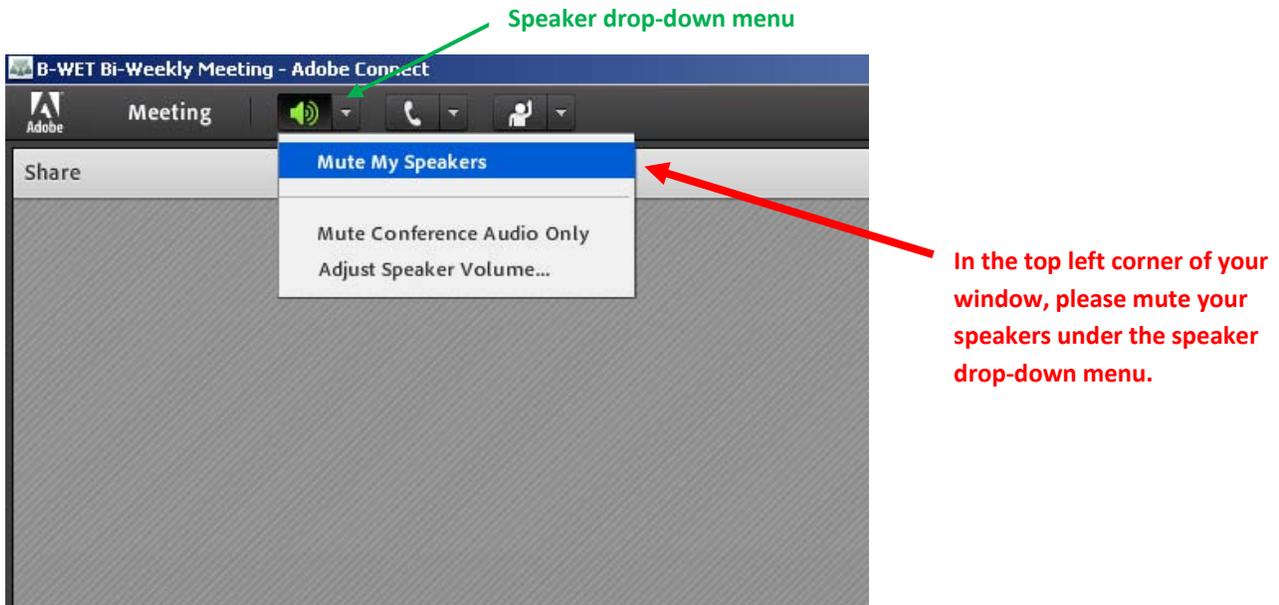


## Adobe Connects Audio Setup Instructions

### A) Calling-in through a regular phone

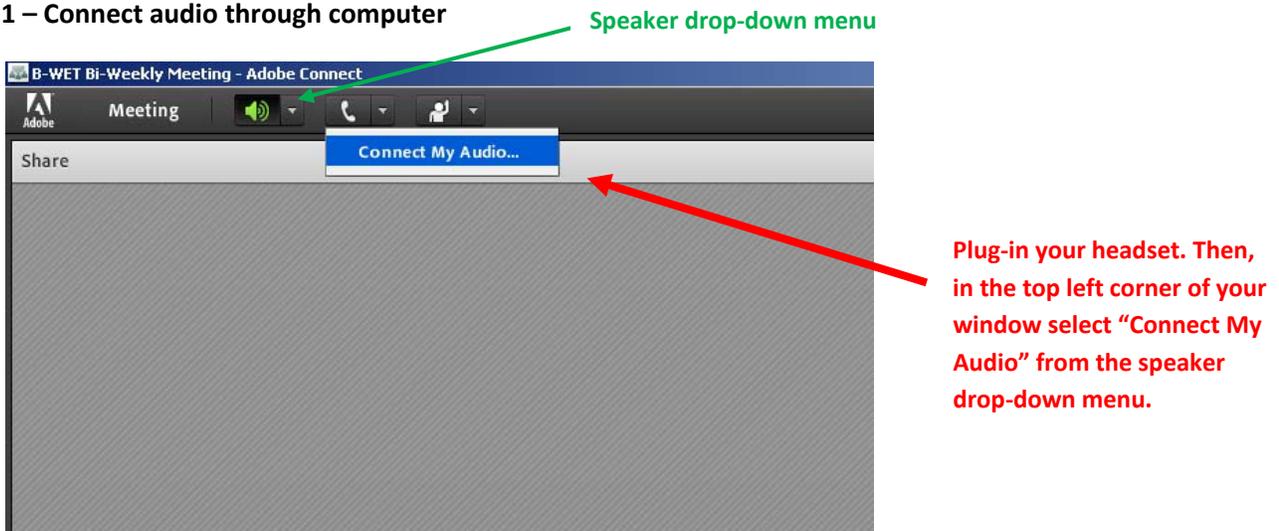
If you are participating in an Adobe Connects meeting and plan to call in through a regular phone using a conference call number, please mute your computer speakers in Adobe Connects as shown below to prevent feedback.

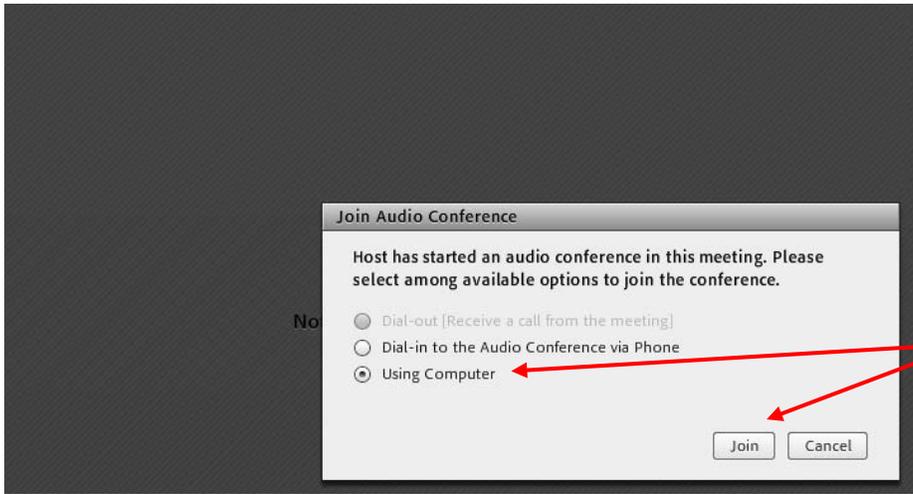


### B) Calling-in through your computer with Adobe Connects

If you have a USB computer headset with incorporated microphone, you can join the meeting through your computer. Please do NOT use the computer built-in speakers and microphone, as this will cause too much feedback and interfere with the meeting. If you have a USB computer headset, please follow the steps below to configure your audio settings correctly.

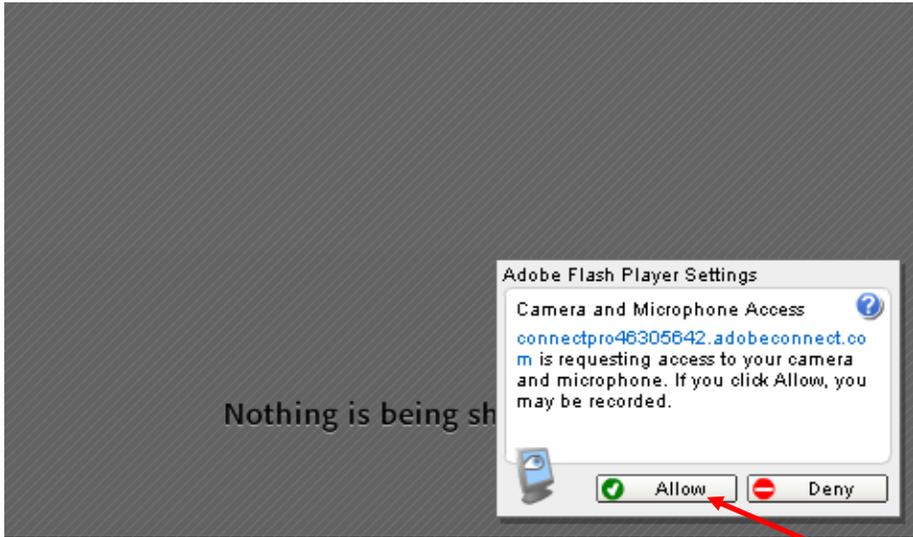
#### 1 – Connect audio through computer





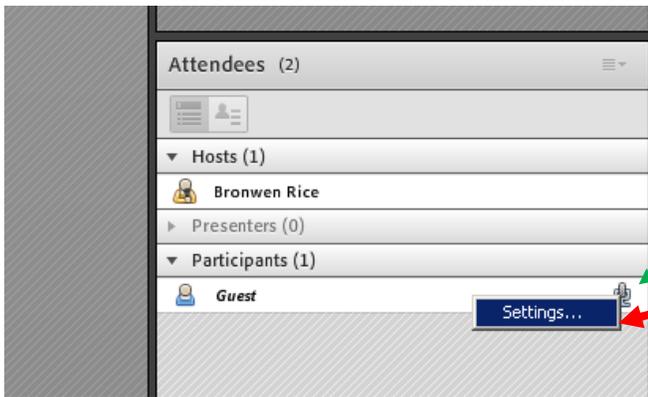
Once the "Join Audio Conference" box pops-up, select the "Using Computer" option and hit "Join".

At this point the system may prompt you to install an Adobe Connects add-in. If this happens, simply install the add-in and repeat the two steps above.



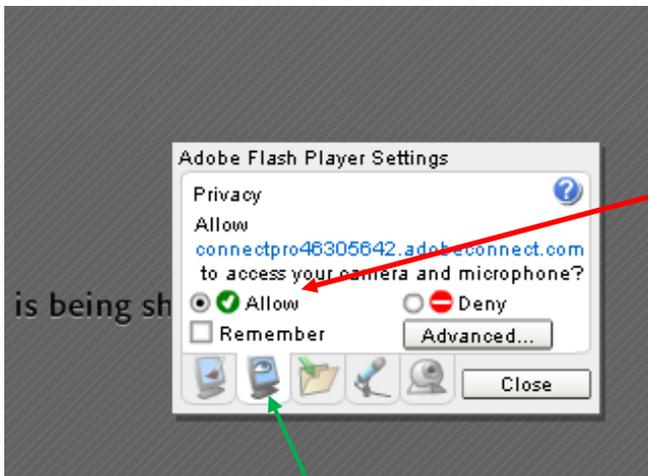
Once the "Adobe Flash Player Settings" box pops-up, select "Allow". You may also have to configure your microphone the first time you use your headset as shown below.

## 2 – Configuring your headset microphone



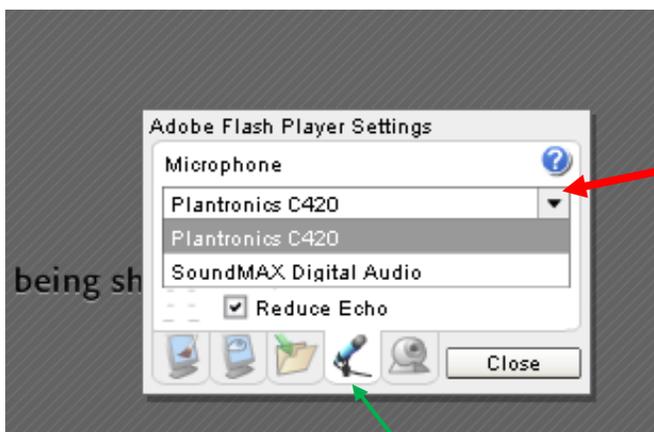
Microphone icon

Right click on the microphone icon by your name and select "settings". Your name should appear under the participants' list, on the right side of your window.



The following "settings" box should pop-up. Under the privacy tab, make sure the "Allow" box is checked.

Privacy Tab

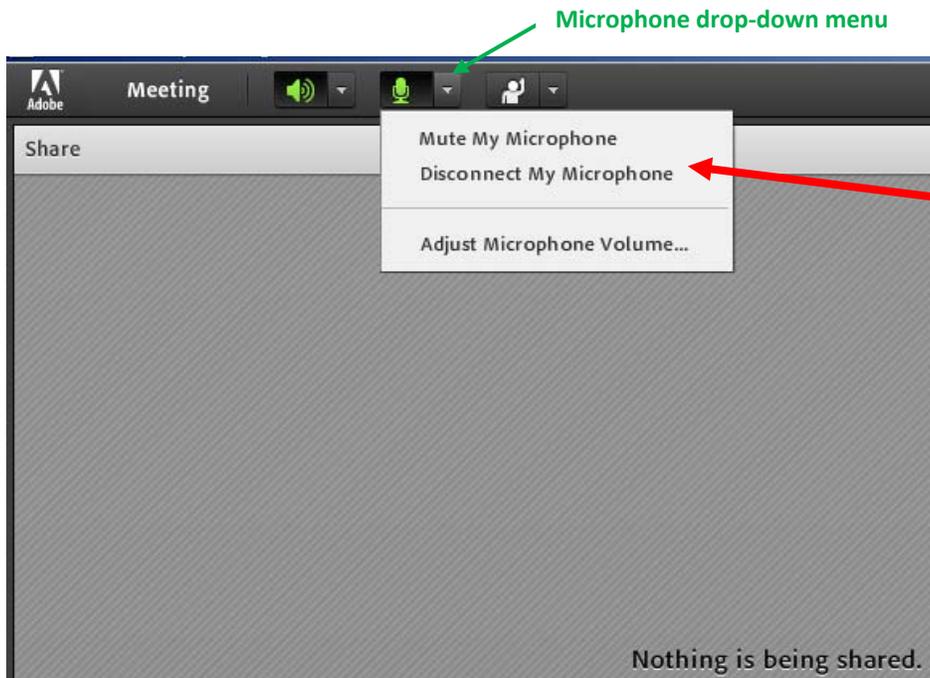


Under the microphone tab, make sure you select the correct headset you are using from the drop-down menu.

Microphone Tab

And that's it. You can now close the "settings" window and should be able to participate in the meeting through your computer headset.

### 3 – Mute or disconnect your microphone



Microphone drop-down menu

At any point in time, you can mute or disconnect your microphone under the microphone drop-down menu