# CWL: Visual Guide to Adobe Connect

DAY OF DEFENSE PROCEDURES

1. Open Mozilla Firefox **no less than 30 minutes before the start time,** and go to the link that you were sent for your Adobe Connect room. (You will receive this link as soon as your reservation is made, so don't panic if you're reading this and haven't received your link yet.) Be sure your headset is working properly. You may do this as far in advance as you wish, only make sure whatever settings you change are still in effect at the time of your defense.

2. After clicking on the Adobe link you were sent, click the "Enter as a Guest" button. Type in your name, and click "Enter Room."

3. MICROPHONE AND VIDEO
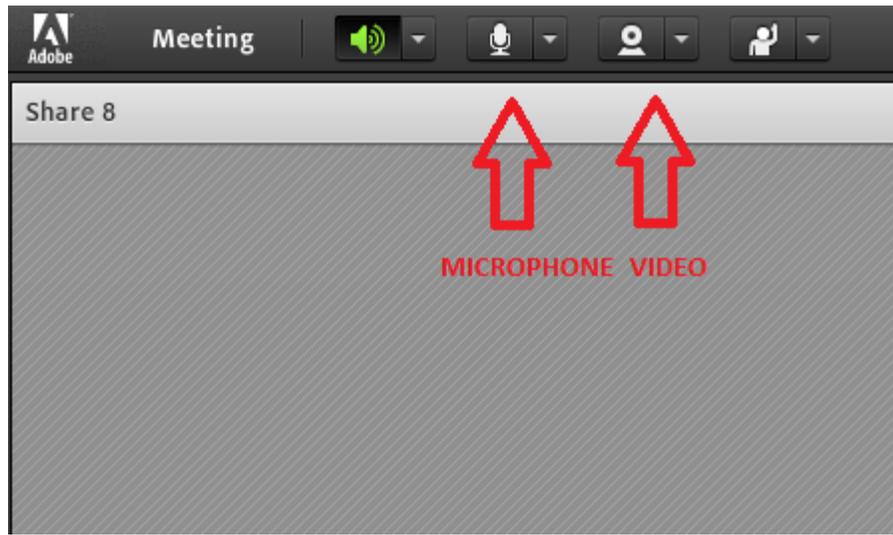
In the upper left-hand corner of the page, see the microphone & the video icons. Click on the microphone and on the video if you have it

4. AUDIO SETUP WIZARD
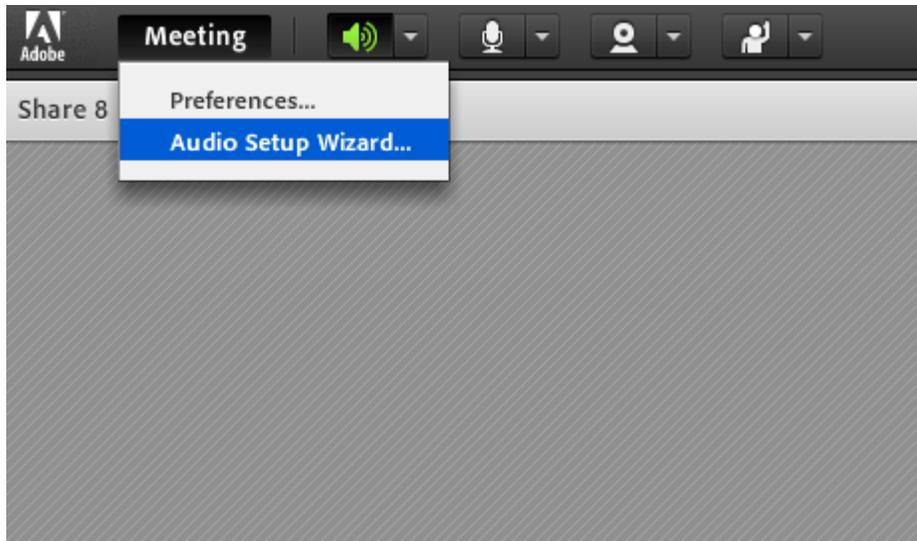
Make sure your headset w/ microphone and your computer's camera are on and connected. You can test to see if your headset is working properly by clicking the MEETING button on the top of the screen and selecting AUDIO SETUP WIZARD.

5. TESTING YOUR SOUND OUTPUT
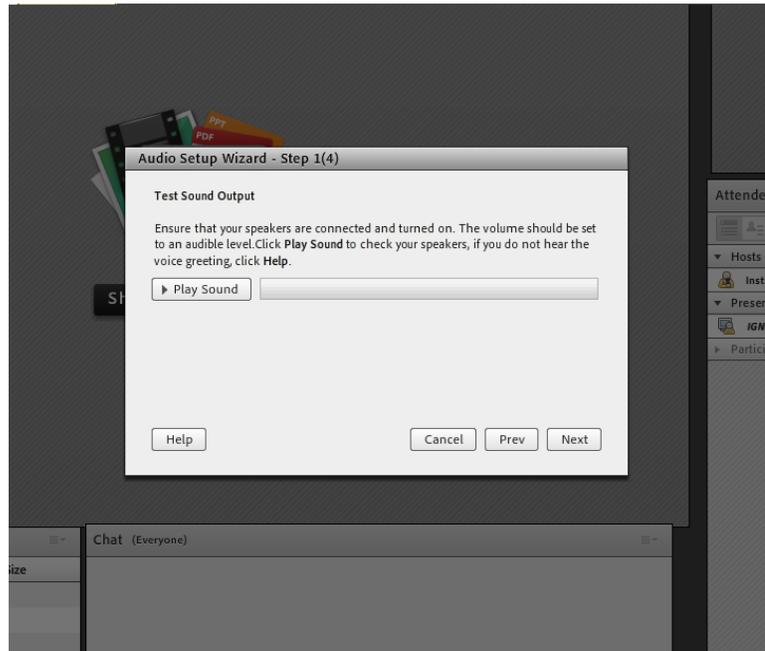
Click the PLAY SOUND button. Do you hear a sound playing in your headset? If so, great! Click NEXT. If not, you'll have to tell your computer to look for your headset and not your speakers. SEE "HELPFUL TIPS" BELOW.

6. SELECT MICROPHONE
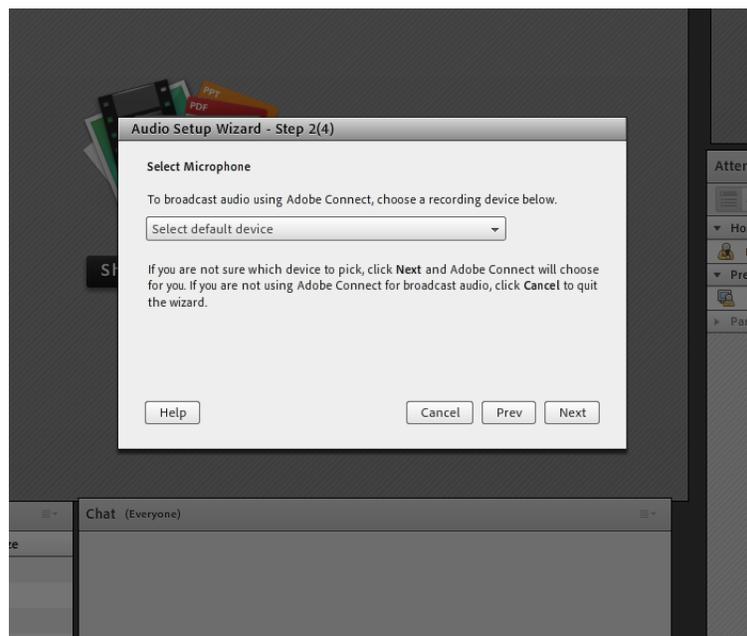
Select your headset from the dropdown menu and click NEXT.

7. TEST MICROPHONE
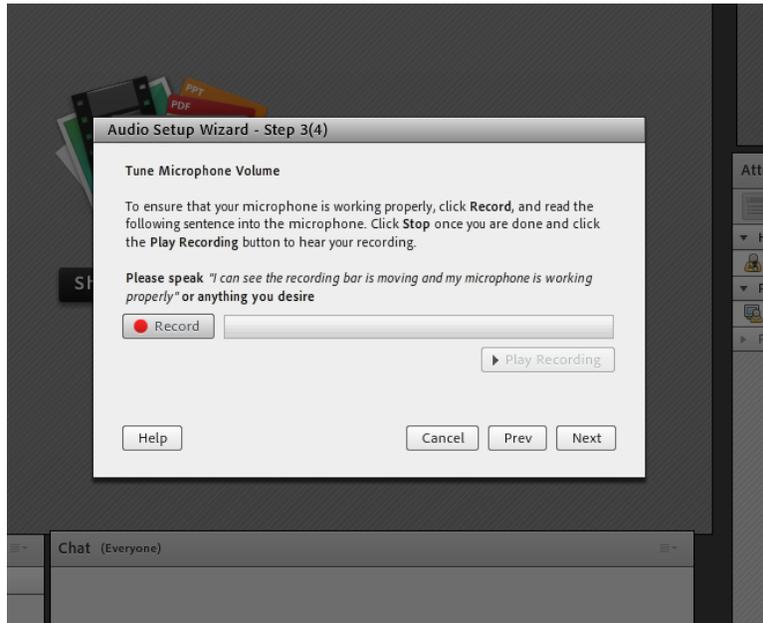
Hit the RECORD button. Recite your favorite Emily Dickenson quote, your favorite Springsteen lyrics, or whatever you wish. When you are finished, hit "PLAY RECORDING." If you hear yourself talking, then all is well. Click NEXT

8. THE SOUND OF SILENCE
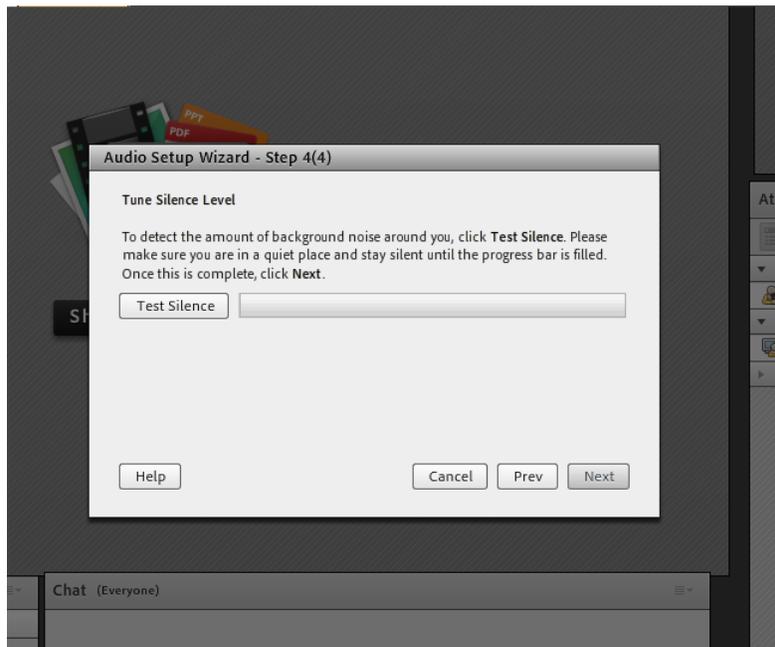
Don't worry about TESTING SILENCE. Just click NEXT.

9. SUCCESS

Ta-da! Hit FINISH and you're ready to roll.

10. Finally: Ask and defend away!

11. Be patient with the Media Services person. Let him set people up one at a time. Do not fiddle with your computer's settings unless and until he tells you to—it creates problems where there often were none.

12. Remember: you do not have to sign up for anything, and the use of the Adobe Connect service is paid for by the University. All you have to do is *click!*

HELPFUL TIPS:

1. Plug the headset in a day ahead of time (let drivers download onto your computer if the headset is new.)
2. UNPLUG speakers from your CPU—the computer's brain, where everything plugs in—not from the wall.
3. You can also "choose" headset on your computer. Do this by

   a) going to your computer's CONTROL PANEL (pictured below)

   b) Under HARDWARE AND SOUND, click on VIEW DEVICES AND PRINTERS
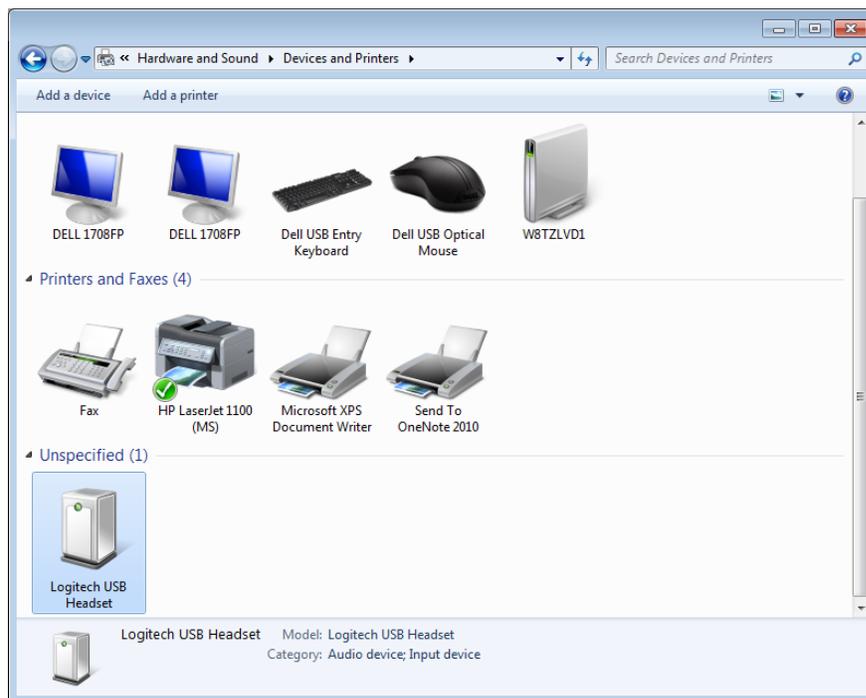
c) Right click on your headset and click on the first button, SOUND SETTINGS, and make sure your headset is selected.
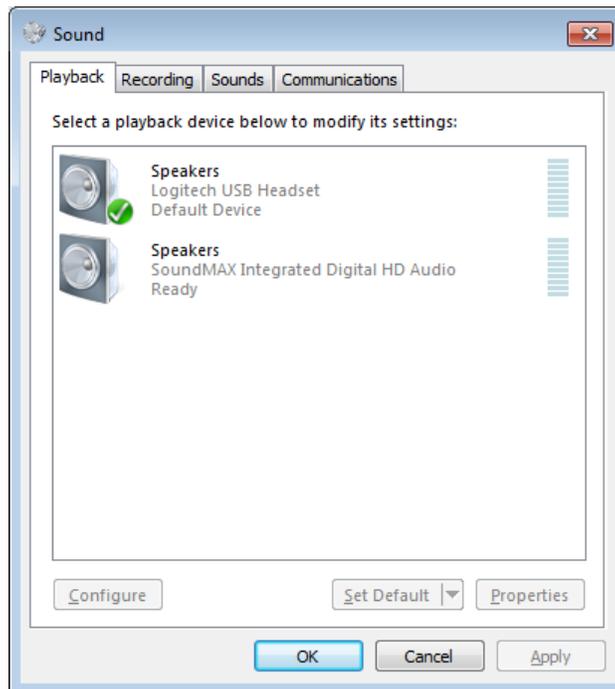
d) Now you are ready for your defense.