

WebJunction™ Tips & Tricks for using Adobe Connect ILLINOIS

- ✓ After entering the meeting room, you'll want to run the **Audio Set-Up Wizard**. At the top of the page, click on "Meetings" and then "Audio Set-Up" wizard. Follow the prompts, but **skip the prompt** that asks you to "**Test Silence**".
- ✓ Click on the sound icon at the top of the screen to **adjust your volume**.
- ✓ Click on the microphone icon at the top of the screen to **connect to audio**, you can then **mute your microphone** or **adjust your microphone volume**.
- ✓ Click on the webcam icon at the top of the screen to **start your webcam and share** with other meeting attendees.
- ✓ The little person icon at the top of the screen will allow you to send non-verbal signals to the presenter such as raising your hand or applauding.
- ✓ **You might NOT see all of the icons listed above upon entering the meeting room. It is up to the meeting host to enable these features if they are necessary for the meeting.**

