Adobe Connect allows participants in different locations to meet online to discuss, collaborate and share materials. Web conferencing can be used by instructors to teach and communicate with students who are geographically dispersed or by students, faculty, or staff who wish to collaborate remotely.

Uses of Adobe Connect
Adobe Connect can be used to:
- Conduct web meetings to share screens or applications.
- Deliver online training in real time, on demand, or offline.
- Facilitate webinars that capture the attention of participants with interactive multimedia content.

Computer Setup
1. To optimize the performance of Adobe Connect, connect your computer to the Internet/Network via an Ethernet cable, rather than a wireless connection.
2. Supported browsers: Internet Explorer, Firefox and Safari.
3. If you have never attended an Adobe Connect meeting before, then test your connection at least one business day before the web conference by visiting http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm

This webpage will test your Adobe Connect configuration. If all tests pass successfully, you will be ready to log in to your meeting. The total test should take less than 5 minutes. You may need to install an Adobe Connect Add-in. This is a minor procedure and should take only a few minutes. If you encounter any difficulty with the test, please email Heather Nicholson or John Whitney at jbwhit@uw.edu or hlnichol@uw.edu at least one day prior to the webcast.

Additional Help on Adobe Connect
Information about UW Adobe Connect: http://www.washington.edu/itconnect/wares/uware/adobe-connect-web-conferencing/

How to Join the Webcast
To join the video portion of the webcast:
1. Five (5) minutes prior to the start of the webcast, open a browser and type in the URL from your registration email.
2. Select the first (top) option to Enter as a Guest.
3. Type your name into the field and click the Enter Room button.

To listen to the audio portion of the webcast from your PC or laptop
1. If you gather in a conference room or office, use the audio from the computer system.
2. If you are listening at a desk in an open area, be sure to use headphones for privacy.
3. If you have questions, you can type them into the “Chat” area of the virtual classroom. The presenter will stop periodically to answer questions.

During the Webcast
If you need to get the attention of the presenter for reasons other than asking a question, you can raise your hand by clicking on drop down arrow next to the Set Status icon in the upper right portion of the screen, which opens a menu of choices for participation:

Select the first option of Raise Hand, and the Raise Hand status will appear next to your name in the Attendee List.

Useful Links
Procurement Services Website: https://finance.uw.edu/ps/

Procurement Services Tutorials Web Page: http://finance.uw.edu/ps/resources/training/tutorials
Adobe Connect Meeting Room Overview

Click here to mute the speakers or to adjust the volume

Click here to raise your hand for attention, or to respond to the presenter's requests for feedback.

The presentation will show here.

Attendee list

Submitted questions, answers and comments appear here

To view shared documents, click on the file name to highlight

Click here to submit question or comment