Conferencing with Adobe Connect

You will receive an email inviting you to a Washington University Web Conference. You can attend the meeting as a guest or as a presenter. Click on the links below and follow the instructions to join the meeting.

- Guest Instructions
- Presenter Instructions
- Troubleshoot your connection

If you need help, please contact:

Tim McHugh
- 314-935-7285 – Office
- 314-443-0362 – Mobile
- 314-935-5097 - IT Help Desk
- tim@seas.wustl.edu

Paul Pollard
- 935-6811 – Office
- pollardp@wustl.edu
Guest Instructions

1. Copy this link for the meeting from your email and paste it into your browser. The meeting-name and hosts are created by your AV administrator prior to the event.
2. Select “Enter as Guest”
3. Type your name into box and click “Enter Room”.
   a. At this point your browser might ask your permission to install missing components, such as “Adobe Flash” and/or “Adobe Connect plug-in”. Let them be installed.
4. Once you join the meeting, if you have a camera, the “Start My Camera and Voice” button in the lower left hand corner will appear. Click on the button to enable your video.
Presenter Instructions

1. Copy this link for the meeting from your email and paste it into your browser. The meeting-name and hosts are created by your AV administrator prior to the event.

2. Log in as Host using your WUSTL-Connect credentials in this format:
   Username= WUSTL-Connect email address.
   Password= last two digits of your birth year + first initial of your last name + last four numbers of your SSN.
   Example: timmchugh@wustl.edu
   ###M####
   a. At this point your browser might ask your permission to install missing components, such as “Adobe Flash” and/or “Adobe Connect plug-in”. Let them be installed.

3. Adobe will launch “Connect Pro” meeting screen.

4. Wait until the Host makes you the Presenter or Host. At this point the icon next to your name should change:

   ![Meeting Screen](image1)
   ![Meeting Screen](image2)

5. From the menu select “Pods → Camera and Voice” This will pop-up a screen. Click on “start my camera and voice”
If you have multiple cameras, click on Meeting -> Manage My Settings -> Select Camera...

6. To share your desktop:
   b. Open your presentation in the native software, i.e. Powerpoint.
   c. In the “Share” screen click on “My Computer Screen…”
   d. Select applications
   e. Select the presentation and click “Share”
7. To upload a document click on Share -> Documents -> Select from My Computer.
8. To switch uploaded documents click on Share -> Documents and select document from list.
9. To allow others’ video feed, you need to go to the Pod -> Attendee List and make them a presenter. At that point, the “Start My Camera and Voice” button will appear on their screen. When they click on this, their video will be added to the presentation. To disable their video feed, change them back to participant.
10. You are sharing your presentation with everybody in the meeting! If you experience any problems please contact support below.