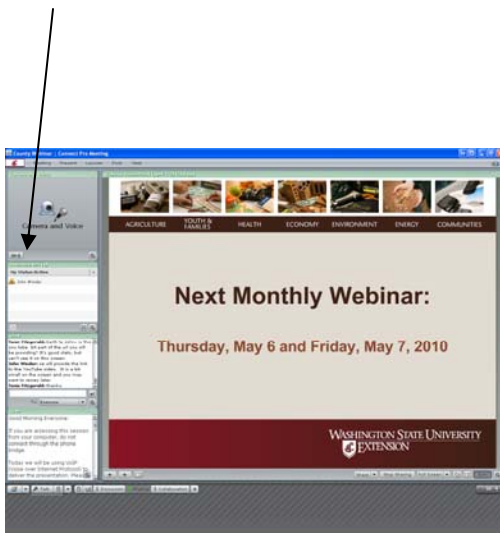


Adobe Connect Pre-Flight Checklist

Note: The following outlines steps for presenters in preparation for use of Adobe Connect for a live webinar.

1. If user has been input into the system, she/he should connect via their web browser at <http://breeze.wsu.edu> and sign in with their user name and password. If the user has not been added to the system, they should login via the public interface provided by the meeting host.
2. Once the presenter logs in with their user name and password, she/he should next select the meeting that they desire to attend (host). If the user connects via the URL provided by the host, they will be taken directly to the meeting after they input their name.
3. **Select desired “pods”** from the menu on the bar at the top of the page. Typically, the default set up includes 1) camera and voice, 2) attendee list, 3) chat, and note pads.
4. **If you plan to use PowerPoint**, select the “share” pod and indicate that you want to “select from my computer.” Make sure that the share pod is then sized appropriately for your screen. This is done by dragging to the appropriate location and then sizing by clicking on the lower right hand corner and dragging to the desired size.
5. **To load a PowerPoint file**, click on “Documents” within the Share Pod then click on Select from **My Computer**. Identify the file that you wish to load and double click on it.
6. **To turn on your camera**, click on the icon at the bottom of the camera and voice pod (see below). You should see you image in the camera pod in the upper right.



7. **If you plan to use the microphone on your web camera**, open the **Logitech Webcam Software** (on your desktop). Make sure that the microphone is turned on and camera icons are turned off.



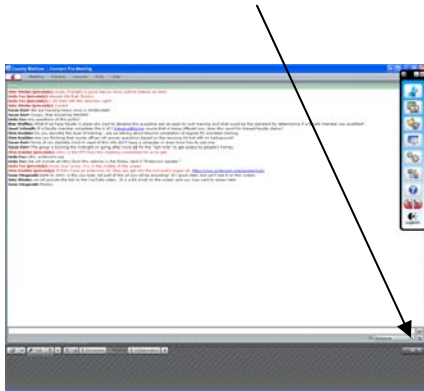
8. **If you desire to use a headset**, make sure that both the Logitech camera and microphone are turned off.



9. **To test your microphone**, click on “Meeting” in the menu at the top of the page then select “Manage My Settings” and “Audio Setup Wizard.” Follow the instructions.
10. To ensure that sound and images are adequately displayed, it is recommended that you open another browser on another computer and link to the URL for the meeting (do not sign in as a presenter). You can view the webcam images and slides and test to make sure that your voice is being transmitted. To broadcast your voice, click on the **“Talk”** icon at the lower left portion of the screen. You can lock the talk function by clicking on the **“Hands Free”** icon to the immediate right of the **“Talk”** icon.

Please note that when the Talk or Hands Free icons are engaged, other speakers cannot be heard until these functions are released.

11. **To clear old information in the “Chat” pod**, simply click on the icon in the lower right corner of the pod and select “clear chat.” To clear content in the “Note” pod, simply mark and delete.



12. To **advance or reverse slides** in your PowerPoint presentation, simply click on the forward or backward arrows at the lower left corner of the PowerPoint display.
13. **To develop a Poll**, click on Pods at the top of your screen and select “New Poll Pod.” Type in a question that you desire the audience to address. Next select Multiple Choice (if you desire to include a No Vote response) or Multiple Answers (if you want them to respond to fixed questions without the No Vote option). To hide the poll, simply click on the minimize icon in the upper right hand corner of the Poll pod. When Poll pods are minimized, they can be retrieved by clicking on Pods – Poll and then by selecting from the list of Polls listed. You should plan to create all Polls in advance of the presentation. They can be easily accessed when needed during the presentation.
14. **Close MS Outlook** to avoid pop-up messages or calendar notifications. This may disrupt your presentation.
15. You are now ready to conduct your Webinar.

Helpful Tip: If you have two screens, open a second browser (it may be best to use a different browser than the one supporting the presentation such as Firefox) on your second screen. On the second screen, log in to the meeting as a participant (do not use our user id and password). This will allow you to see what other participants see on your second screen.

If you have a laptop and a desktop, log in on your primary computer (the one you use for the presentation) as a host and log in on the secondary computer as a participant. This will allow you to monitor the presentation from the perspective of participants.