

Accessing the Adobe Connect Web Conferencing System For SON Students

Follow these steps to join your class via Adobe Connect web conference:

Before Class: Test Your Computer

Check your computer's readiness to connect to Adobe Connect:

1. Go to https://admin.adobe.com/common/help/en/support/meeting_test.htm
2. The website will automatically test your computer for Flash Player, connection speed, etc. This can take up to a few minutes. If you need any additional components, it will instruct you to download them. Test results will tell you when you're ready to connect to the Adobe Connect meeting.
3. If your connection speed is rated as inadequate, you may need to attend the Web conference from a location that has faster Internet access.

Class Day: 15 Minutes Before Class

Step 1: Join the web portion of the conference

1. Go to [http://ohsu.adobeconnect.com/\[EnterClassNameHere\]](http://ohsu.adobeconnect.com/[EnterClassNameHere]) (e.g <http://ohsu.adobeconnect.com/nurs613>). *The exact link will also be posted to each course's Sakai page.*
2. Click on the **Enter as a Guest** radio button.
3. Type your name into the box.
4. Click the **Enter Room** button.

Step 2: Join the audio portion of the conference

1. Once logged into the system, a pop-up screen will appear that instructs you to **Join Audio Conference**. Type in your phone number here. (eg: 1-503-555-7000 ... so, use 1 and your area code).
2. Click the **Join** button.
3. Answer your phone when it rings and press "1" on the keypad to enter the conference when prompted.



Now what do I do?

You may hear music when you're first logged in. This means that the conference host is not currently on the line. Just hang on.

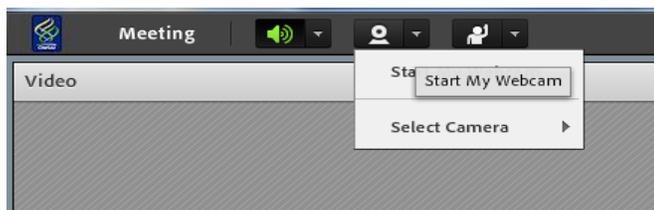
Here are a few things to know:

1. If there is background noise in your area, you can mute your phone line by selecting the **Mute My Phone** option just under the green telephone icon at the top of your screen. To un-mute your line, click the same area again.
2. During the presentation your line may be muted by the host.
3. If you are expected to broadcast your Webcam click on the camera icon to start your Webcam. This option may not always be available to all users.



Help/Support

If you need assistance or would like to schedule a test with your equipment (recommended if you have not participated in an Adobe/webinar class previously), contact:



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