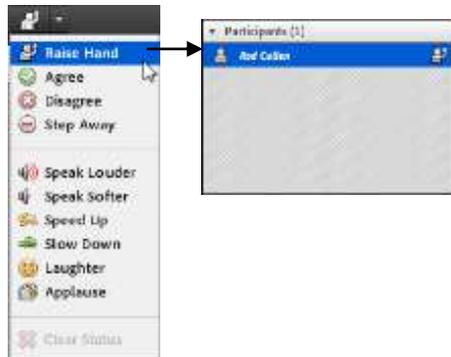


Adobe Connect Webinar Participant Guide

As a participant you will normally have your audio (microphone) and video (webcam) functionality switched off. This short guide sets out the main communication and interactive tools that are available to you as a participant in a Webinar.

Status tools

The status tool allows you to communicate with the host, presenter and other participants. Click on the  tool and the icon for the option that you select will appear against your name in the attendees pods for all participants, presenters and hosts to see.



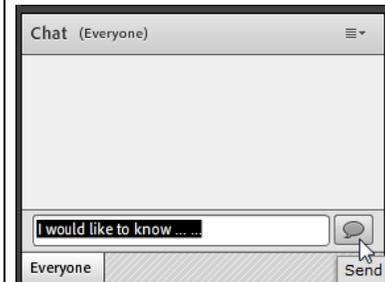
Option 1: Using the Status tool

You may simply be asked to change your status to Agree or Disagree



Option 2: The Chat pod.

Simply type your question into the chat pod and click on send.



Asking questions/contributing

Option 3: Use your microphone and/or webcam

1. Raise your hand using the status tool 
2. The host or presenter can then enable your audio and camera tools which appear at the top of your screen.



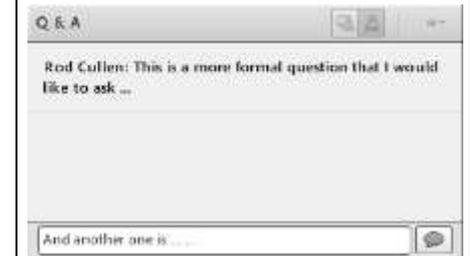
3. Click on the microphone icon and select Enable audio. Assuming your microphone is set up correctly the icon will change green in colour.



4. Your voice (and question) can now be heard by all of the other participants.
5. Repeat this process with the webcam icon.

Option 4: The Q & A pod

The Q & A pod may be made available for more formal questions. Simply type your question into the pod and click on send.



Sharing a PowerPoint Presentation (or .pdf document)

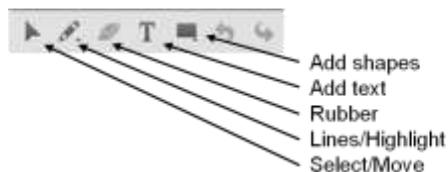
You may be asked to prepare some PowerPoint slides in advance and present them during webinars via the share pod.

Annotating shared items

The host/presenter may enable you to annotate the screen using the Draw tools.

Note: if you can't see the Draw tools you may need to click on the

 icon at the top of the screen.



1. In the share pod click on Share document.



2. In the popup window click on 
3. In the file window navigate to and select the required
4. Your document will load into the share pod
5. You can navigate through your slides using the tools at the bottom left of the



6. If you wish to use the on screen pointer, click on the  icon and then click to on the required place on your slide.
7. When you have finished you presentation click on  at the top of the screen.