Online Meeting – First time setup for students

To participate in an online meeting you need a headset (headphones and microphone). Computer headsets can be purchased quite cheaply now from retailers like Big W and Office Works.

Make sure your headset is connected to your computer before you start the setup. It is recommended you run the Audio Setup Wizard a few days before your first online meeting in case you need to resolve any audio problems.

2. Select Enter as a Guest, type your name in the Name field and click Enter Room
3. Follow the instructions to run the Audio Setup Wizard and Install the Adobe Connect Add-In (the Adobe Connect Add-In is optional)

Troubleshooting


Clear the cache - If Adobe Connect does not work well in your browser clear the cache (open the help menu in your browser and search for clear the cache to locate instructions). If you are not using Internet Explorer and still experiencing problems try using Internet Explorer

Turn pop up blockers off - If you are having problems installing the Add-In after upgrading your version of Flash check that your pop up blockers are turned off. If you have a pop up blocker enabled the dialog box for downloading the Add-in will not appear (open the help menu in your browser and search for pop up blocker to locate instructions for disabling/turning it off)

If you use other audio devices on your computer or laptop or you disconnect your headset after you run the audio setup wizard it is a good idea to run the audio setup wizard again to restore your settings just prior to your online meeting
Attending An Online Meeting

1. Login to [Interact](#) and go to the subject or project site of the meeting you wish to attend

2. On the left hand side click Online Meeting (see highlighted below)

3. Click on the meeting you wish you to attend (meetings are listed under Room name)

4. If your lecturer has given microphone rights you can connect your audio when you join. If not you will have to wait until you are advised to do it. To connect your audio click the down arrow next to the microphone icon in the menu bar and select Connect My Audio

5. Click Allow when prompted by the Adobe Flash Player Settings box. If you would prefer not to be prompted next time tick the Remember box then Close. Your microphone will turn green 🎤 to indicate your audio is connected

*If you didn’t tick Remember the first time you connected your audio the next time you will be prompted with the second prompt – just click Allow. After you connect your audio other attendees will be able to hear you so it’s a good idea to mute your microphone (audio menu, select mute my microphone) until you are ready to speak. This is how the microphone icon will appear when you turn mute on. 🎤 Don’t forget to turn mute off when you are ready to speak (audio menu, deselect mute my microphone).*