

Adobe Connect Faculty Quick Guide

1. WE RECOMMEND THIS BROWSER:

Google Chrome



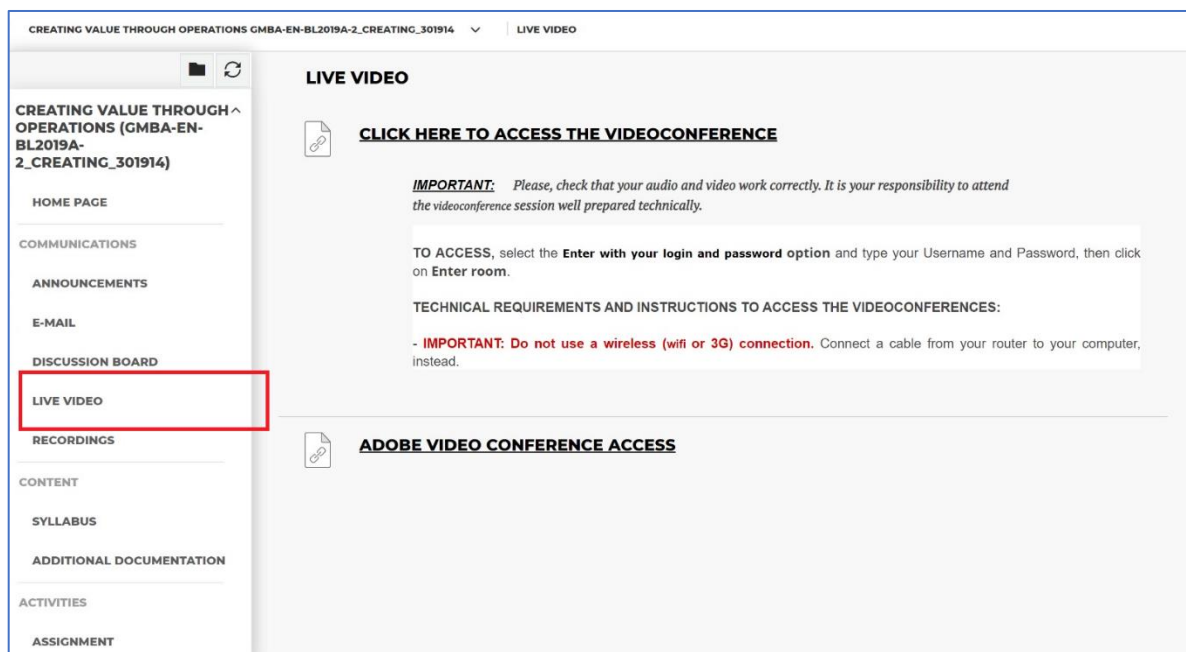
2. TYPE THE URL OF YOUR SESSION:

Access your virtual Campus: <https://campus.ie.edu/>

Check your Agenda for your session and go to Live Video.

Test your Adobe Connect connection:

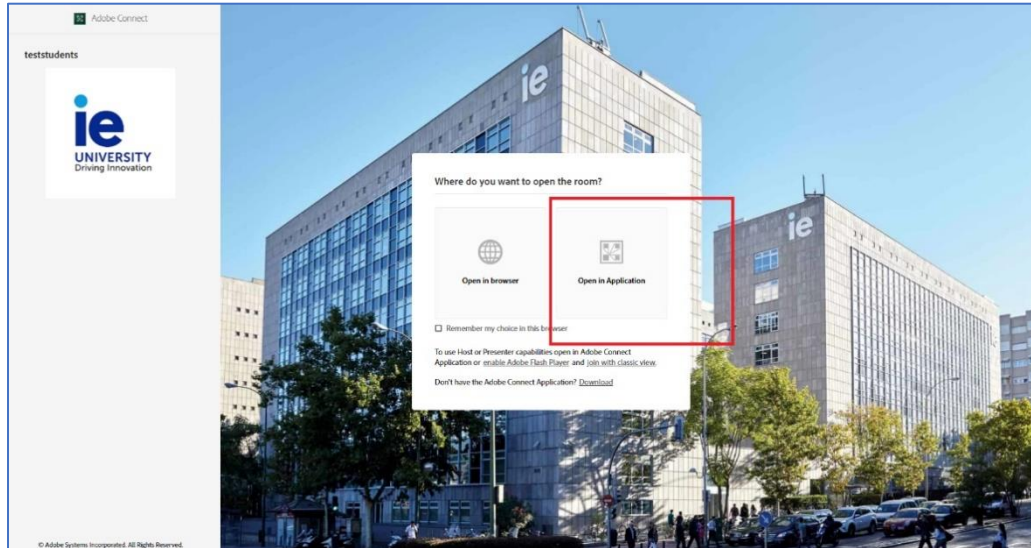
https://ieuniversity.adobeconnect.com/common/help/en/support/meeting_test.htm.

The screenshot shows the Adobe Connect interface. On the left is a navigation menu with the following items: HOME PAGE, COMMUNICATIONS, ANNOUNCEMENTS, E-MAIL, DISCUSSION BOARD, LIVE VIDEO (highlighted with a red box), RECORDINGS, CONTENT, SYLLABUS, ADDITIONAL DOCUMENTATION, ACTIVITIES, and ASSIGNMENT. The main content area is titled 'LIVE VIDEO' and contains the following text: 'CLICK HERE TO ACCESS THE VIDEOCONFERENCE' with a link icon, an 'IMPORTANT' note: 'Please, check that your audio and video work correctly. It is your responsibility to attend the videoconference session well prepared technically.', instructions: 'TO ACCESS, select the Enter with your login and password option and type your Username and Password, then click on Enter room.', and 'TECHNICAL REQUIREMENTS AND INSTRUCTIONS TO ACCESS THE VIDEOCONFERENCES:' followed by another 'IMPORTANT' note: 'Do not use a wireless (wifi or 3G) connection. Connect a cable from your router to your computer, instead.' Below this is another section titled 'ADOBE VIDEO CONFERENCE ACCESS' with a link icon.

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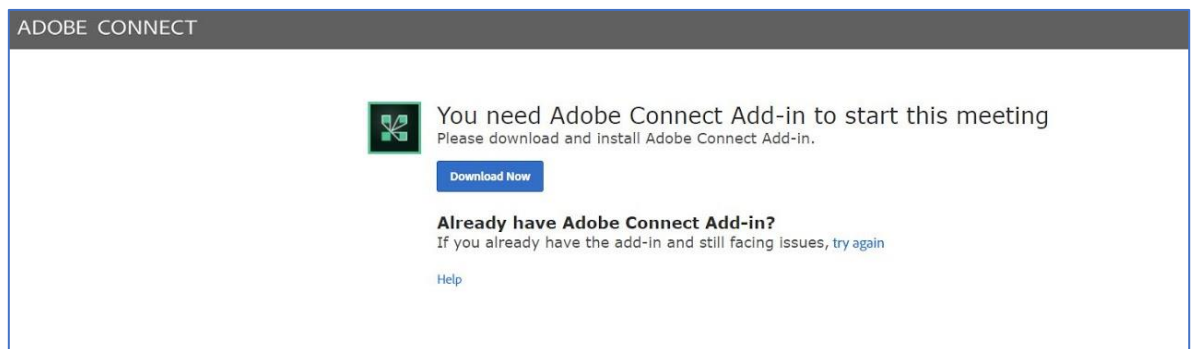
3. ENTER THE LOGIN PAGE:

Log in as a **registered user** with your IE email (@faculty.ie.edu) and password. Then you'll be asked where you want to open the room. Click on **“Open in Application”**.



4. INSTALL ADOBE CONNECT:

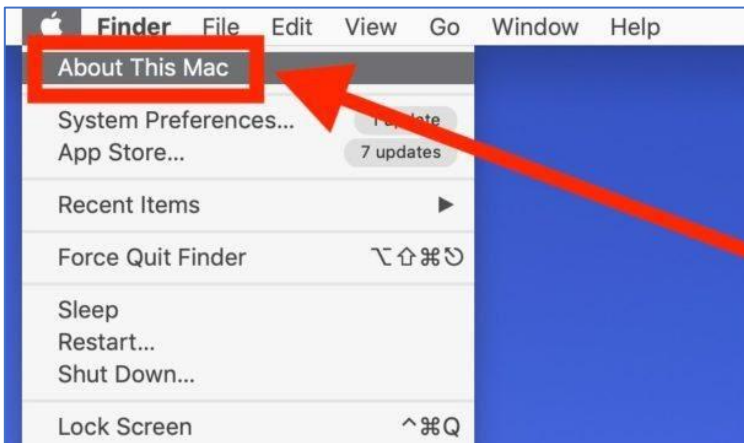
Once you log in in the adobe connect link, you can install the adobe plug-in:



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When the plug-in is installed, you can reload the Adobe Connect webpage to connect to the session.

IMPORTANT: If you have MacOS Catalina you have to install the Adobe Connect Desktop application in the following link: <http://www.adobe.com/go/ConnectSetupMac>
If you don't know what version of MacOS you have, click on the Apple logo on the top left of your screen and then click on "About this Mac".



5. TIPS:

- **Cable connection** preferred over WiFi or 4G.



- **Test your microphone and audio on the Meeting menu Audio Setup Wizard:** every time before each web conference. More info: <https://www.youtube.com/watch?v=F0F2GodfSVg>

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- **Run the connection test before the sessions:** every time you change the computer or your location. More info: <https://www.youtube.com/watch?v=JzxBzF4-pxQ>
- **A headset with microphone attached** is strongly recommended. Connect the headset before accessing the web conference.



- **Have available webcam.**



FOR FURTHER QUESTIONS, PLEASE VISIT OUR DETAILED GUIDE:

[//sites.google.com/view/connectfaculty](https://sites.google.com/view/connectfaculty)

IN CASE OF ANY TECHNICAL ISSUE OR DOUBT, PLEASE CONTACT US:

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