



Participant Quick Reference Card – Adobe Connect

Welcome to Contact North | Contact Nord. Use this **Quick Reference Card** to help you with adjusting your audio, speaking in the session, and learning to use the tools in your e-Channel Adobe Connect session.

For technical help call: Contact North | Contact Nord Technical Support Hotline 1-888-850-4628

Before you begin, plug in your headset, or microphone & speakers, and webcam (if applicable).

Joining Your Session

Username:

Password:

[Forgot your password?](#)

Go to <https://echannelconnect.contactnorth.ca> and login with your email address and provided password.

If you do not have a username or password but you have received a link or URL for the session, enter it in your browser, select **Enter as a Guest**, type your name, and click **Enter Room**.

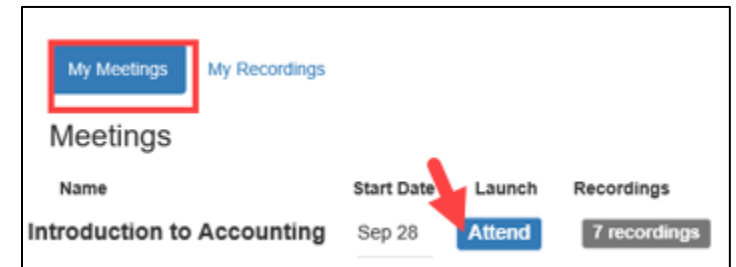
Introduction to Accounting

Enter as a Guest

Name

From your “My Meetings” tab, click *Attend* on the desired session.

(Later: click **My Recordings** tab if your instructor records sessions. Set your password by using the menu with your name in the top right of the page)

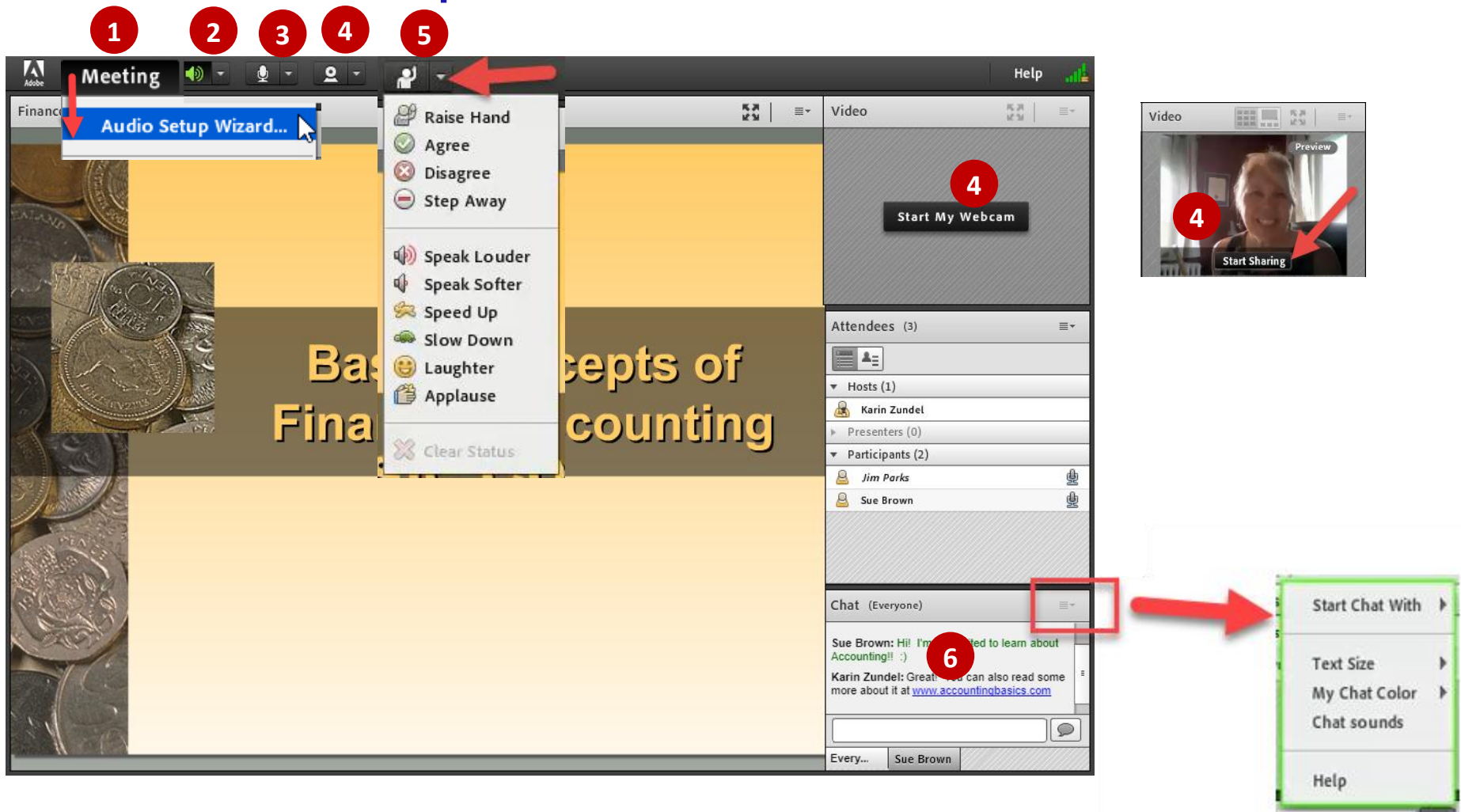


The Adobe Connect room consists of an Application Bar above a number of “pods” (e.g. Attendees, Chat, Video, and a pod where content will be displayed). Note that the pods may change location or function depending on how the host sets up the room. They may also change throughout the session.

For Adobe Connect resources, go to <https://echannelconnect.contactnorth.ca/help>

See the next page for further information about attending an Adobe Connect session.

Participant Interface – Adobe Connect



1. With your headset or speakers and microphone plugged in, run the **Audio Setup Wizard** to optimize your equipment. Select “**Audio Setup Wizard...**” from the **Meeting** menu in the Application Bar.
2. **Adjust Speaker Volume** as needed.
3. If the host enables your microphone, you will see a **microphone icon in the Application Bar and beside your name**. When your microphone is on, an **icon in the Application Bar is green**; when muted the microphone has a slash through it.
4. If enabled, you can also share your webcam image by clicking the **Start My Webcam** button on the video pod or the webcam icon in the Application Bar. After previewing your webcam video, click **Start Sharing** to share your webcam video with all participants.
5. Provide feedback during the meeting by changing your **status**. Click the arrow on the **Status Options** dropdown list on the Application Bar and select your desired status. For options above the grey line, select **Clear Status** to remove. (Status options below the line will disappear automatically after a few seconds).
6. To send a chat message to everyone in the meeting room, type in the **Chat** pod and hit enter or click the Send “bubble”. If enabled, you can send a private message to another participant by hovering over their name in the Attendees pod and select Start Private Chat, or click on the Pod Options menu in the top right corner of the Chat pod and select Start Chat With. Use pod options to customize your chat font size and colour as well!