Attending an Adobe Connect Session in Sakai

**System Requirements**

Adobe Connect 9 requires that you have an Internet connection, a web browser, and Adobe Flash Player 10.3 or later to attend a web conference. It supports nearly any operating system including Windows, Macintosh, Linux, and Solaris, as well as the most widely used browsers including Internet Explorer, Firefox, and Safari (Adobe Connect 9 is NOT supported by Google Chrome at this time). For hosting a meeting, it is also strongly recommended that you have access to a webcam and headset with microphone. For more information about system requirements, visit Adobe Connect 9 Tech Specs: [http://www.adobe.com/products/adobeconnect/tech-specs.html](http://www.adobe.com/products/adobeconnect/tech-specs.html)


**Before Your First Session**

It is always a good idea to test your internet connection well in advance to ensure a successful synchronous session with faculty. Adobe Systems has created a tool to test a computer for compatibility with Adobe Connect. To begin this process, visit Test Meeting Connection: [https://connect.luc.edu/common/help/en/support/meeting_test.htm](https://connect.luc.edu/common/help/en/support/meeting_test.htm). Adobe Connect also requires an Add-in for meeting hosts. The Test Meeting Connection will verify installation. To download manually, visit Adobe Connect Updates: [http://www.adobe.com/support/connect/updaters.html](http://www.adobe.com/support/connect/updaters.html).

**Attending a Session**

You will access Adobe Connect sessions though your Sakai course site online by logging into Sakai at [https://sakai.luc.edu/](https://sakai.luc.edu/) using your Loyola UVID and password. Click on the course tab at the top of your screen (click More Sites if you do not see all course tabs), then click on the Adobe Connect tool in the left hand tool menu to access the meeting. After clicking on the Adobe Connect tool, you will see the meeting rooms listed as created by faculty. Simply click on the **Room Name** to open the session in a new window. You will have to click **OK** to accept the ITS Policy Agreement in order to join the session.
Viewing a Session Recording

You may also view recordings from previous Adobe Connect sessions through the Adobe Connect tool. Recordings available for review are listed under the Recordings heading. The number posted represents the number of recordings available for that room. Click on the recordings number, and then click on the Recording Name. This opens the recording in a new window for viewing.
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Session Features

Some faculty may invite attendees to participate by using microphones and/or webcams during the session. These features have to be enabled by the faculty member or host, and then participants may click on the corresponding icons to turn on/off their microphone or webcam.

The first time you try to share a microphone or webcam you will be prompted to Allow Adobe Flash Player.

Troubleshooting

If you find other participants are unable to hear your microphone, try running through the Audio Setup Wizard. Click on the Meeting tab, and then Audio Setup Wizard. Follow the prompts to complete the wizard, ensuring the correct microphone is selected, and this should address any audio issues. Additionally, confirm that your microphone and headset are not on mute and verify that your microphone or webcam are not in use by another application such as Skype, iChat, AIM, Yahoo! Messenger, etc.