Adobe Connect Guide for Guest

For Windows and MacOS users

Step 1: Connection Test

Before participating in the online briefing session, we suggest verifying that the connection is working properly by completing the online test:

https://webconf.hku.hk/common/help/en/support/meeting_test.htm

In case that you have no Adobe Flash player installed, please click "Download Flash Player" to install and re-run the test by clicking the "Test Again" button.
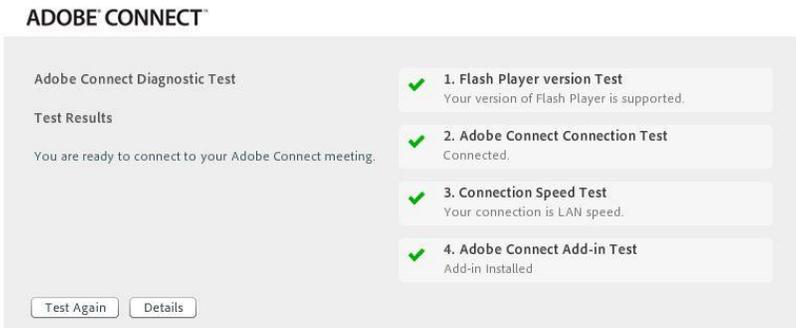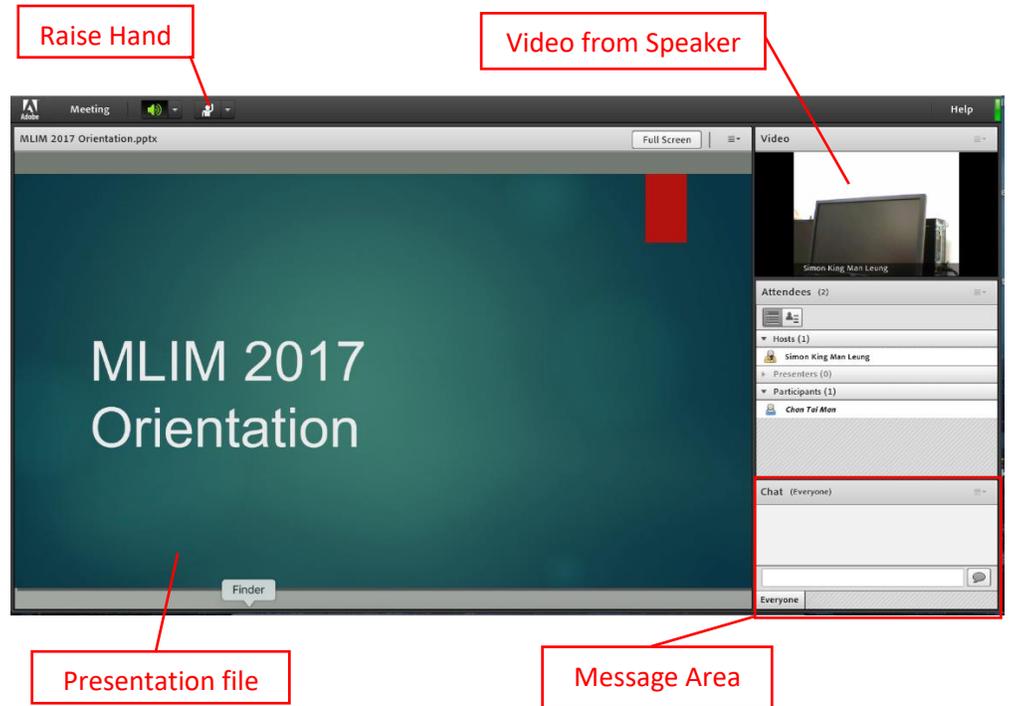
You can safely ignore Item 4 "Adobe Connect Add-in" which you don't need it.

Step 2: Accessing the meeting

NB: Before accessing the meeting, close all software that may use the audio and video channels (Skype, QQ, etc.)

Open a web browser and go to https://webconf.hku.hk/mlim-orientation-2017/	
Put your real name under "Enter as a Guest" field and click "Enter Room"	

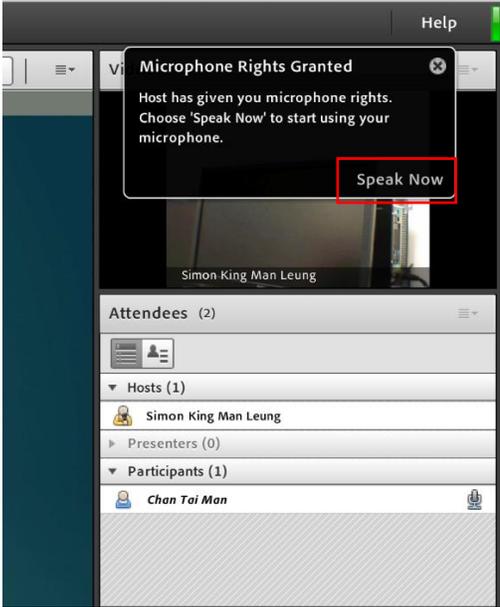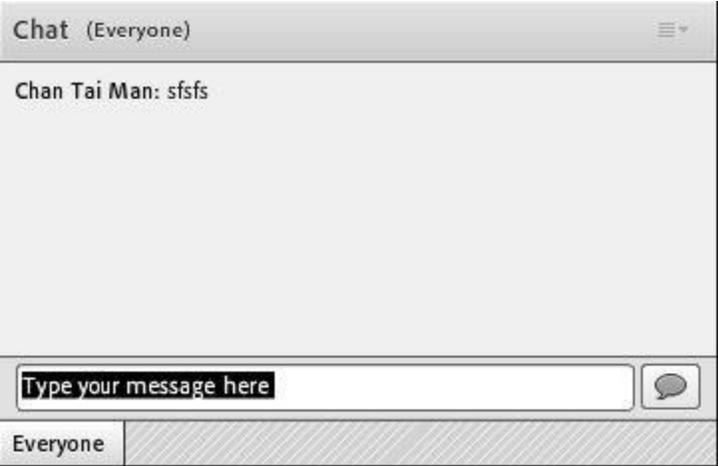|	
You should see a similar screen as follows.	**Raise Hand** **Video from Speaker** **Presentation file** **Message Area**
Run the Audio Setup Wizard to make sure the microphone and speaker are functioning.	**Run this**
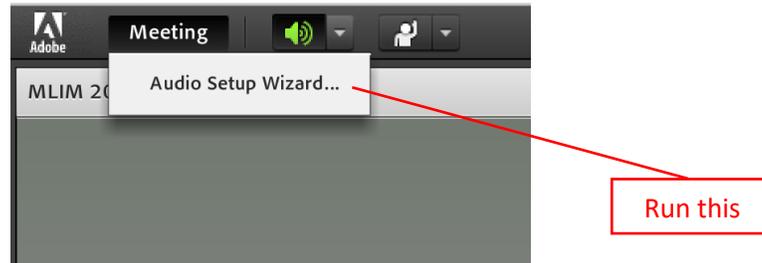
Step 3: Communicating with Speaker

During the session, we encourage you to use either audio or text message to ask question.

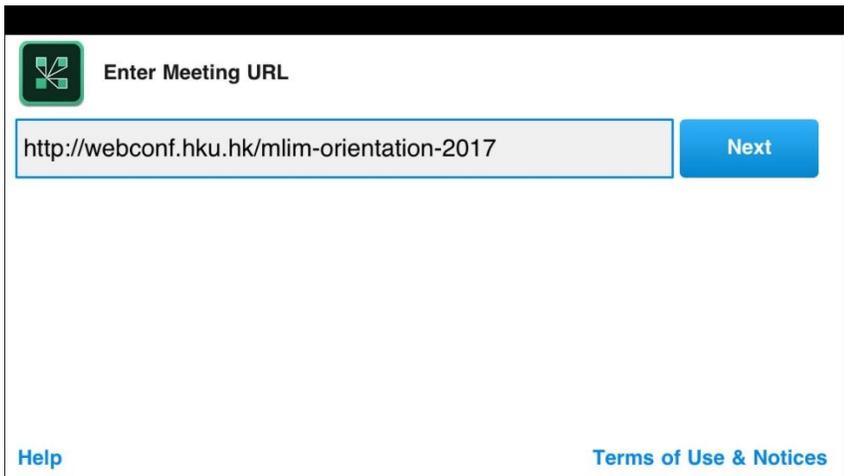|	
Talk to speaker: Click on the "Raise Hand" button	Raise Hand Meeting
Once the speaker granted you access to talk, you should see a black box, click on "Speak Now" to start your conversation.	Help Vi ▦▾ **Microphone Rights Granted** ❌ ▦▾ Host has given you microphone rights. Choose 'Speak Now' to start using your microphone. Speak Now Simon King Man Leung **Attendees** (2) ▦▾ ▦ ▲≡ ▾ Hosts (1) Simon King Man Leung ▸ Presenters (0) ▾ Participants (1) Chan Tai Man 🎤
Text to the speaker: Type your message and press enter and all participants will see your question.	**Chat** (Everyone) ▦▾ Chan Tai Man: sfsfs Type your message here 💬 Everyone

For iOS and Android users

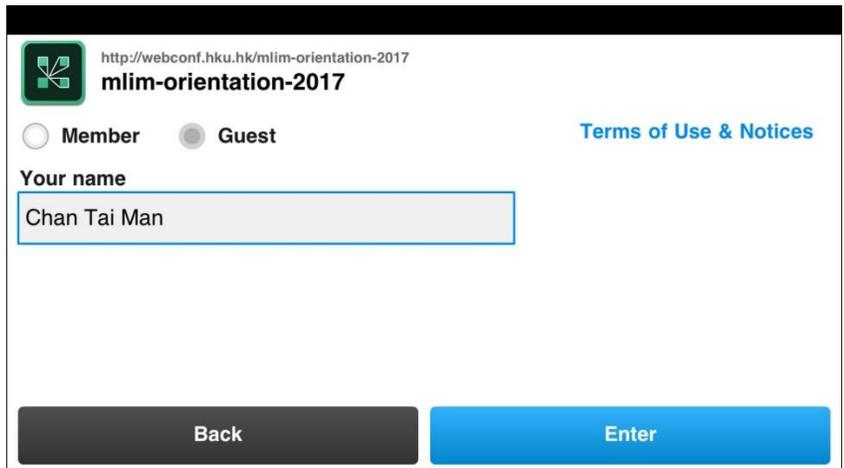Step 1: Download the Adobe Connect Mobile app from Apple Store or Google Play

iOS devices	
Android devices	
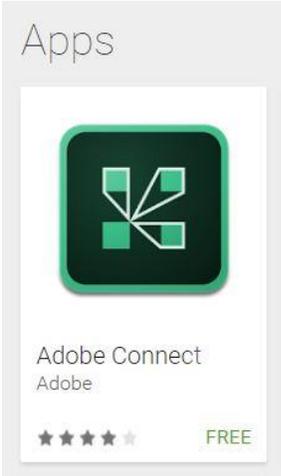
Step 2: Accessing the meeting
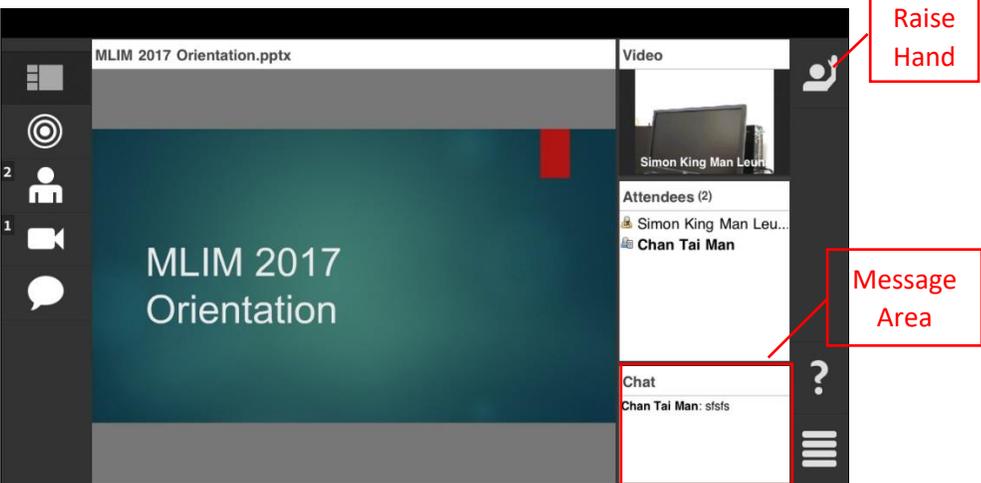
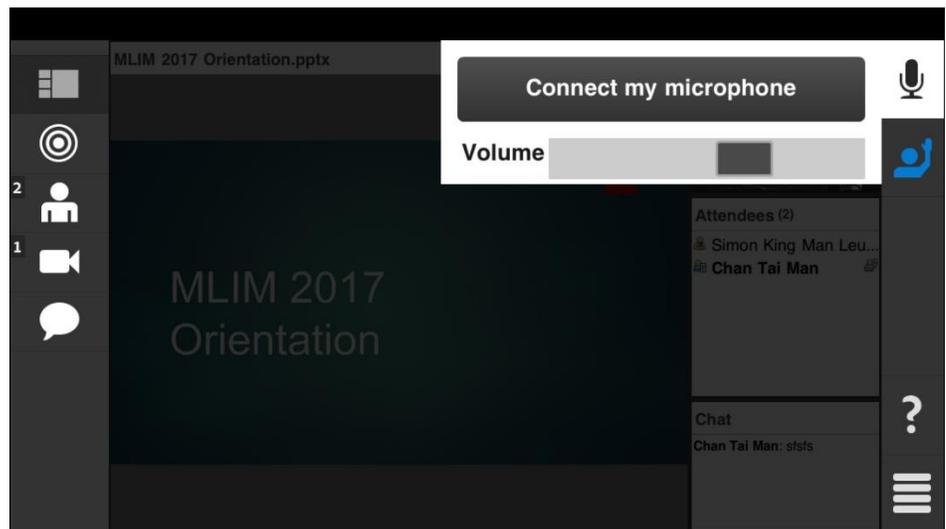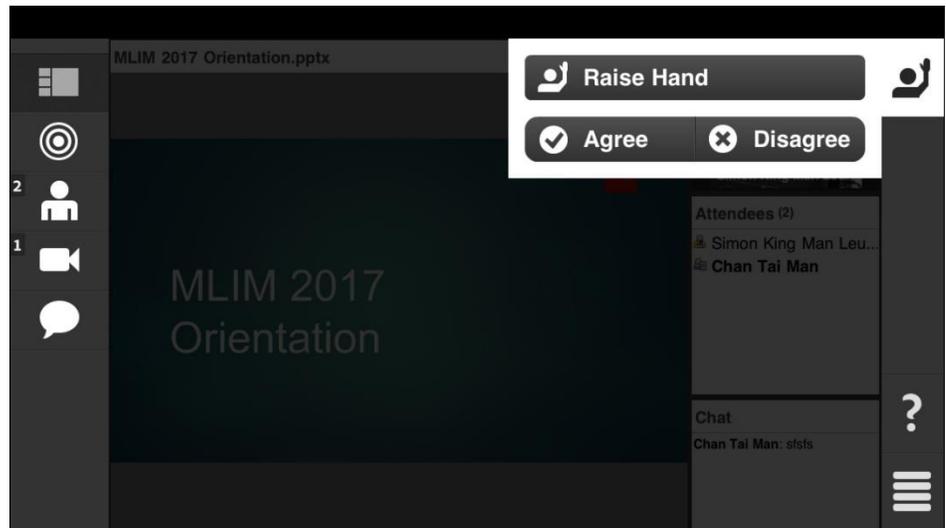|	
Start the App and enter the meeting link provided and tap "Next"	
Select "Guest" and type in your <u>real name</u> and tap "Enter"	
You should see a similar screen like this	

Talk to speaker: Tap "Raise Hand" and once you see the microphone icon, tap on it and tap "Connect my microphone" and you are ready to talk	
Text to the speaker: Tap on the "Chat" area and type you message	