

# Adobe Connect Guide for Guest

For Windows and MacOS users

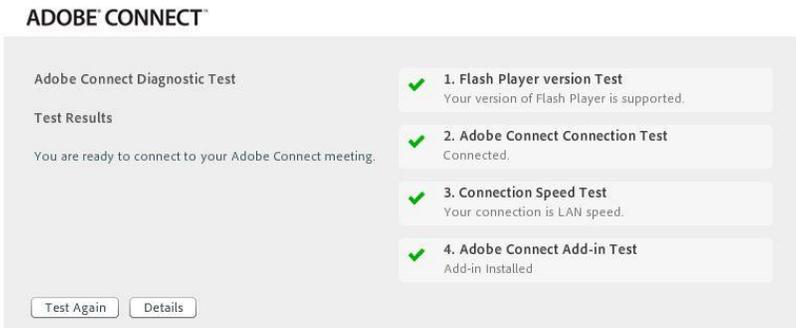
## Step 1: Connection Test

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](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.



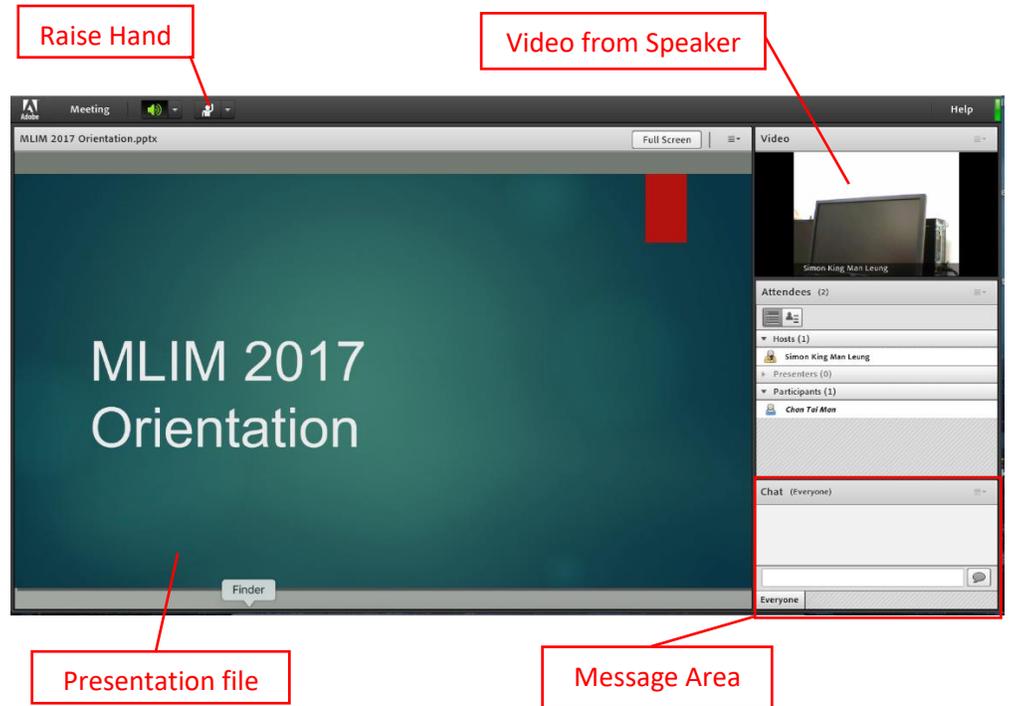
You can safely ignore Item 4 “Adobe Connect Add-in” which you don’t need it.

## Step 2: Accessing the meeting

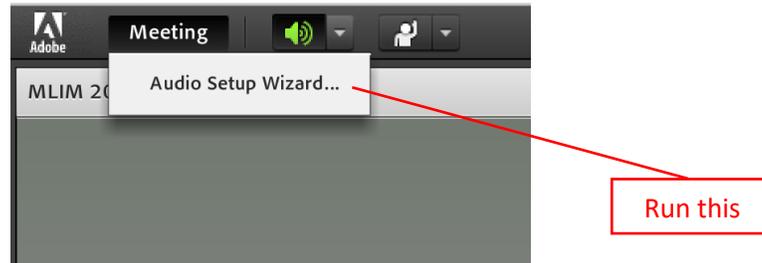
NB: Before accessing the meeting, close all software that may use the audio and video channels (Skype, QQ, etc.)

<p>Open a web browser and go to <a href="https://webconf.hku.hk/mlim-orientation-2017/">https://webconf.hku.hk/mlim-orientation-2017/</a></p>	
<p>Put your <u>real name</u> under “Enter as a Guest” field and click “Enter Room”</p>	

You should see a similar screen as follows.

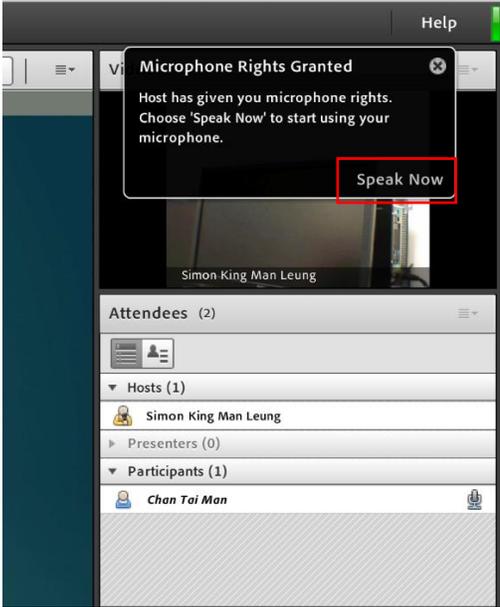
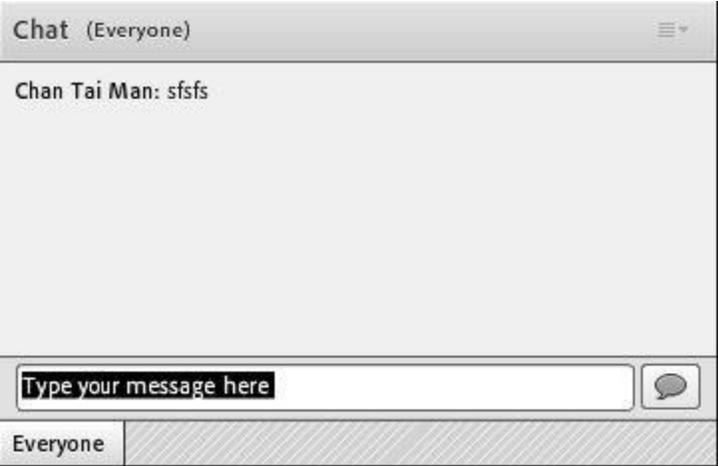


Run the Audio Setup Wizard to make sure the microphone and speaker are functioning.



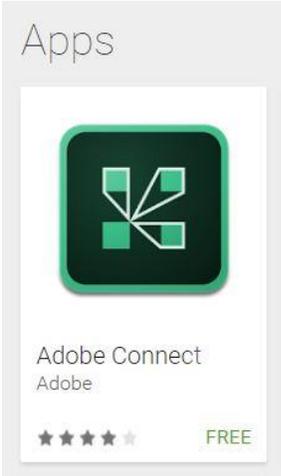
### Step 3: Communicating with Speaker

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

<p><i>Talk to speaker:</i></p> <p>Click on the “Raise Hand” button</p>	 <p>A screenshot of a meeting control bar. The word "Meeting" is on the left. In the center is a green speaker icon. On the right is a "Raise Hand" button, which is a person icon with a hand raised. A red box highlights the "Raise Hand" button, with a red arrow pointing to it from the text "Raise Hand" above.</p>
<p>Once the speaker granted you access to talk, you should see a black box, click on “Speak Now” to start your conversation.</p>	 <p>A screenshot of a meeting interface. A black dialog box is overlaid on the screen. The dialog box has a title "Microphone Rights Granted" and a close button. The text inside says "Host has given you microphone rights. Choose 'Speak Now' to start using your microphone." A red box highlights the "Speak Now" button. Below the dialog box, a video thumbnail shows a person named "Simon King Man Leung". At the bottom, there is a list of attendees: "Attendees (2)", "Hosts (1)" with "Simon King Man Leung", "Presenters (0)", and "Participants (1)" with "Chan Tai Man".</p>
<p><i>Text to the speaker:</i></p> <p>Type your message and press enter and all participants will see your question.</p>	 <p>A screenshot of a chat window titled "Chat (Everyone)". A message from "Chan Tai Man" says "sfsfs". At the bottom, there is a text input field with the placeholder text "Type your message here" and a speech bubble icon to its right. Below the input field, there is a tab labeled "Everyone".</p>

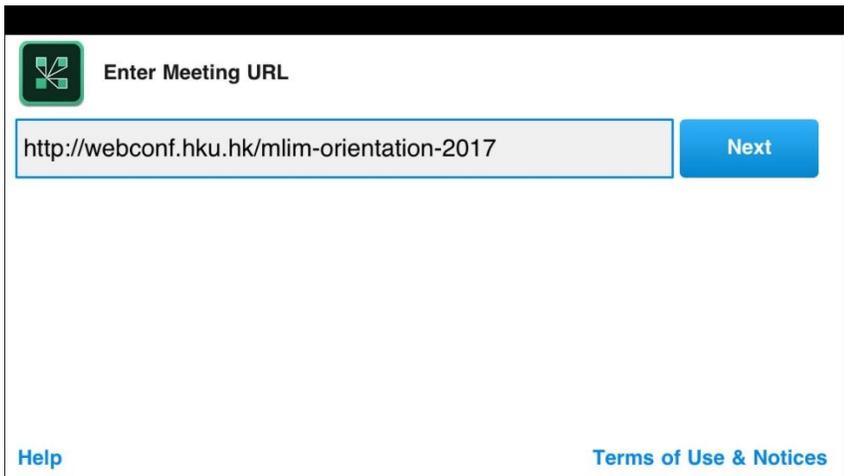
For iOS and Android users

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

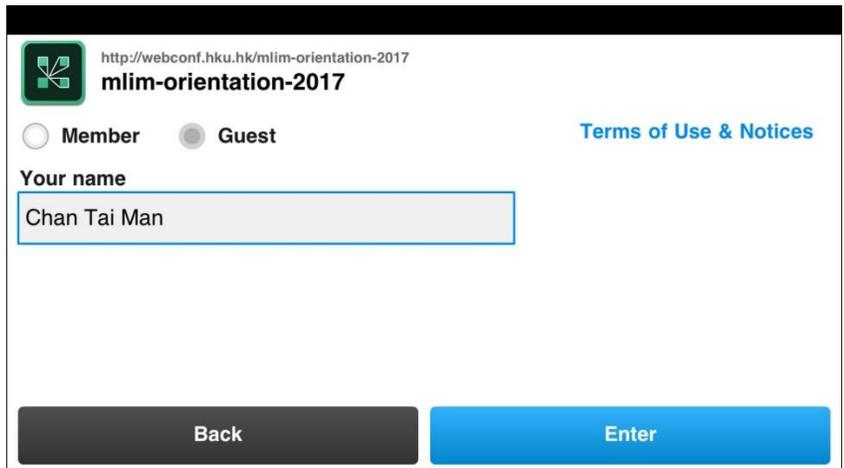
iOS devices	
Android devices	

Step 2: Accessing the meeting

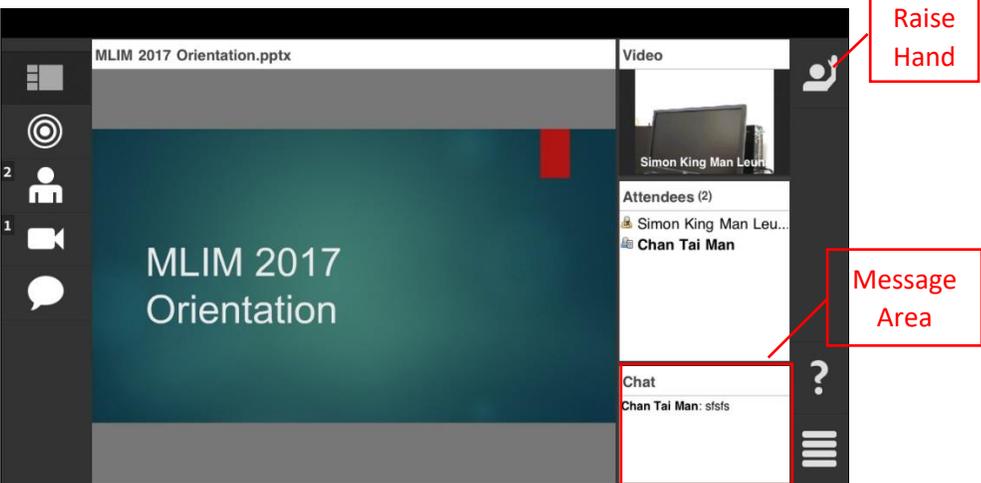
Start the App and enter the meeting link provided and tap "Next"



Select "Guest" and type in your real name and tap "Enter"



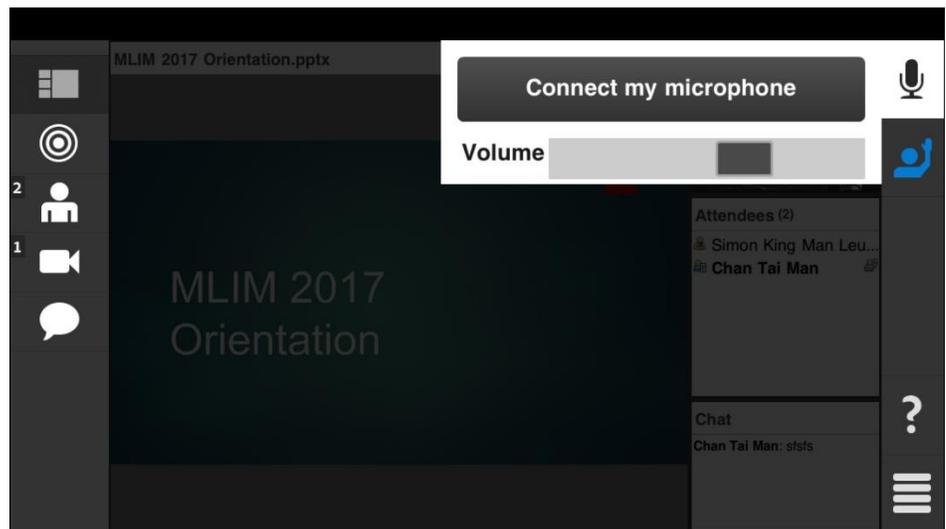
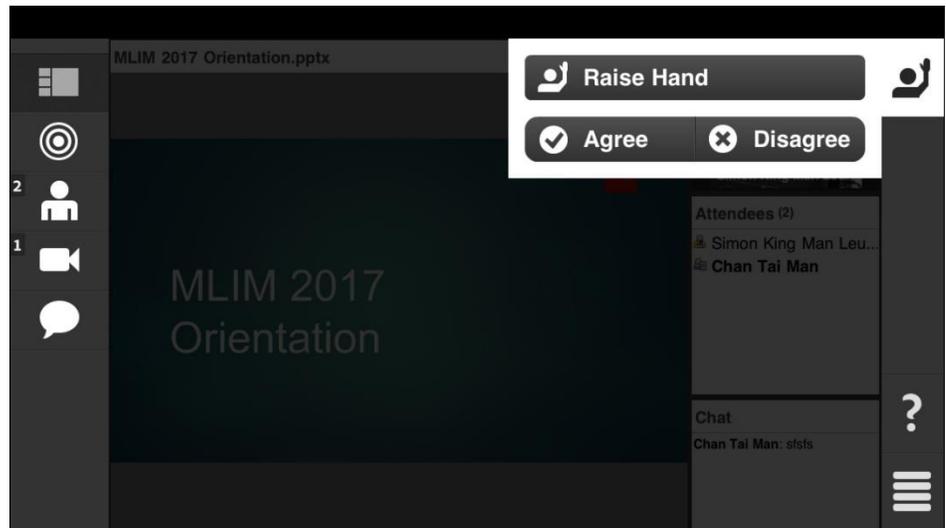
You should see a similar screen like this



Step 3: Communicating with Speaker

*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 your message

