Quick Start Checklist

Before Joining a Meeting
(See Requirements in this section for more information.)

1. Access Account or Friends of Penn State Account (View the tutorial.)
2. Fast internet connection, updated web browser and Flash Player
3. Test your computer at https://breeze.psu.edu/common/help/en/support/meeting_test.htm
   (View the tutorial.)
   Note the connection speed indicated as you will need it to set your connection speed once you enter the meeting room.
4. Adobe Connect Add-In (View the Tutorial.)
   The Add-In should have been installed when you ran the connection test in the previous step. If you receive a message when you enter the meeting room that you need to install the Add-In, you will need to follow the steps in the tutorial. If all else fails, the Add-In can be found at the URLs below and installed by clicking the appropriate link for your operating system. Sharing is not an option for the Linux operating system as there is no Add-In for Linux.
   Mac: http://www.macromedia.com/go/breeze_addin_install_mac/
5. USB web camera and headset (if broadcasting audio/video)
   If the report you get back from the connection test indicates that you are unable to connect to the Penn State server, it is almost always caused by a firewall or proxy server at your location. Your local network administrator would be most knowledgeable to help you solve these issues.
   Another potential issue could be 3rd party firewall software on your computer, or possibly web proxy software that you might have your browser configured to use. Your local tech support staff should be able to help you adjust your settings. The ITS Help Desk may also be able to help you determine if it is a local software issue. Use the form at http://meeting.psu.edu/issueform to let them know what was in your report and what firewall/proxy server software you may be using.

For help or more information contact: Cheryl Farren Tkacs (cft10@psu.edu) 724-430-4100 4634
Joining a Meeting
(See Joining/Leaving a Meeting in this section for more information or view the tutorial.)

1. Enter the meeting URL in your browser (or access the Meeting Manager Interface at http://breeze.psu.edu and find your meeting)
2. Log in to the meeting

Configuring Audio/Video and Connection Speed
(See Setting Up Audio/Video in this section for more information.)

1. From the "Meeting" menu select "Audio Setup Wizard..." and follow the instructions. (View the tutorial.)
2. From the "Meeting" menu select "My Connection Speed" and select the option that matches the connection test report speed. (See step 5 above for more information.) (View the tutorial.)
3. If broadcasting video, from the “Meeting” menu select “Camera" and choose your camera. (View the tutorial.)

Participant's Guide to Pods
If this is your first Adobe Connect meeting or you have very little experience using Adobe Connect, you may want to view our brief tutorial about all of the pods available in a meeting and how to use them. (View the tutorial.)

Using Adobe Connect
Learning to Use Adobe Connect contains information about web resources, interactive demos, and support information.