



Instructions for Setting Up Remote Presentations Using Adobe Connect with Voice Over IP (Students)

All remote presentations for UM-Dearborn College of Engineering and Computer Science distance learning classes are performed using Adobe Connect software. Follow the steps below to prepare for remote presentations.

**FOR PRESENTATION YOU WILL NEED MICROPHONE AND HEADPHONES
PLUGGED TO YOUR COMPUTER**

On The Day of Presentations

Please follow these steps **at least five (5) minutes prior to presentation start time** so that you can check your equipment. Microsoft Internet Explorer, Mozilla Firefox and Google Chrome browser have all been tested and work with Adobe Connect.

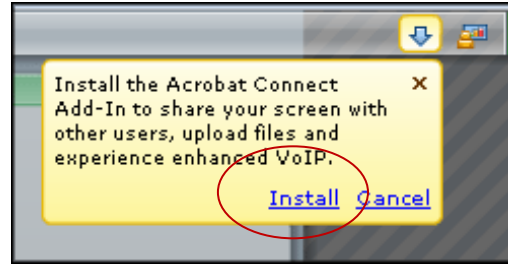
1. Open your internet browser and type the URL specific to your class presentations. (This information is provided by your instructor)

EXAMPLE: <http://univofmich.acrobat.com/<room-name>>

A screenshot of the Adobe Connect room entry interface. The room name 'room1' is at the top. There are two radio button options: 'Enter as a Guest' (selected) and 'Enter with your login and password'. Under 'Enter as a Guest', there is a text input field with 'Joe' and an 'Enter Room' button circled in red. At the bottom, there is a link for 'Help' and a statement: 'By using Connect Pro, you agree to the Terms of Use and Privacy Policy.'

2. Select the **“Enter as a Guest”** option and enter the information provided when you requested a presentation session.
3. Click the **“Enter Room”** button. Make sure that the pop-up blocker in your browser is disabled.

4. After you sign in you should see a web conferencing screen in your browser. A pop-up box will appear in the right top corner of the conference screen.

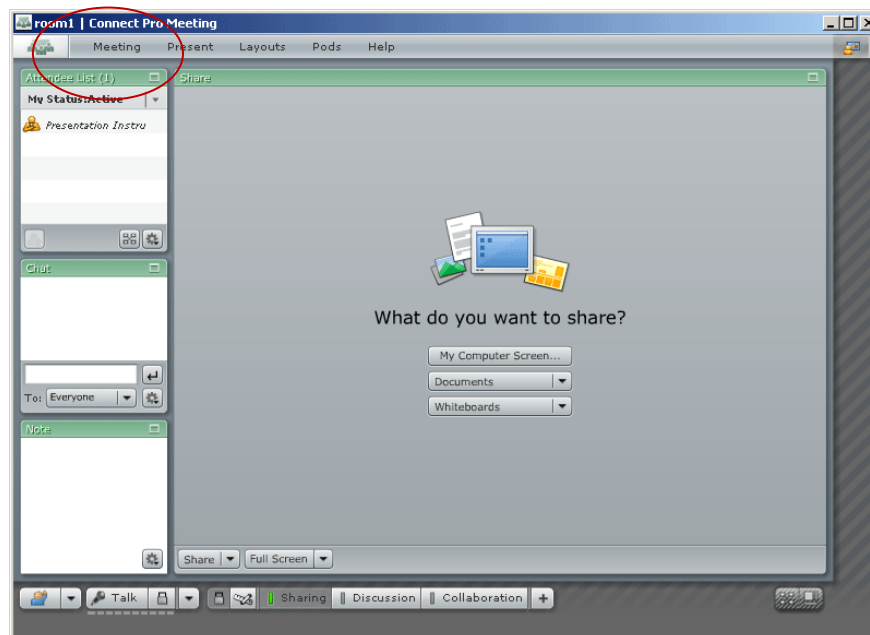


5. Click the “Install” Button to install the Adobe Connect Plug-In and enable the Voice Over IP feature and to share your screen with remote participants.

6. Click the “Allow” button to confirm plug-in installation.



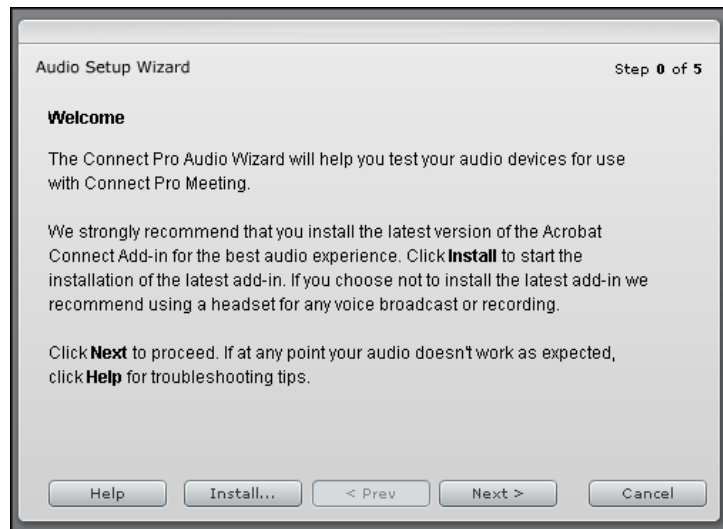
7. Wait for the plug-in installation to finish. After the plug-in installation is complete, an Adobe Connect room will open in a new full screen window. This plug-in will allow you to share the computer screen and give the student access to make their presentation on the local computer.



Configure Audio For Your Presentation (Voice over IP)

To be able to use audio for your web presentation you will need to have microphone and headphones connected to the computer. To configure microphone and speaker volumes please start Audio Setup Wizard.

1. Click on the “Meeting” menu at the top of the page (see illustration above)
2. Click “Manage My Settings”
3. Click “Audio Set Up Wizard”



After instructor marked you as a presenter you will see talk box at bottom of screen. You can press “Talk” button to talk to classroom. Lock the talk button by clicking on Lock icon.



If you would like to run a test, please contact Susan Guinn at 313-593-4000 or by email sguinn@umich.edu.