

Adobe Connect: First Time Users

Audio	Smartphone/Tablet	Calendars
<ul style="list-style-type: none">• The conference is broadcast in “Listen Only” mode, there is no dial-in information for the meeting• Be sure to use headphones or external speakers for best audio experience• Ensure:<ol style="list-style-type: none">1) Speaker icon in the top menu bar is green2) Your microphone is muted 	<ul style="list-style-type: none">• In order to connect to the meeting via smartphone or tablet, you must first download the AdobeConnect app, look for this icon in the app store: • Once downloaded, click the meeting URL in your invite and you will be prompted to join the meeting	<p>Google Calendar Participants receive an email invitation with the View on Google Calendar link.</p> <ol style="list-style-type: none">1. To view the invitation in Google Calendar, click the View on Google Calendar link.2. To add the invitation to Google Calendar, click Save. <p>iCal/Outlook</p> <ol style="list-style-type: none">1. To view the invitation in iCal or Outlook, double click the .ics link.2. To add the invitation to your calendar, click Save and Close.