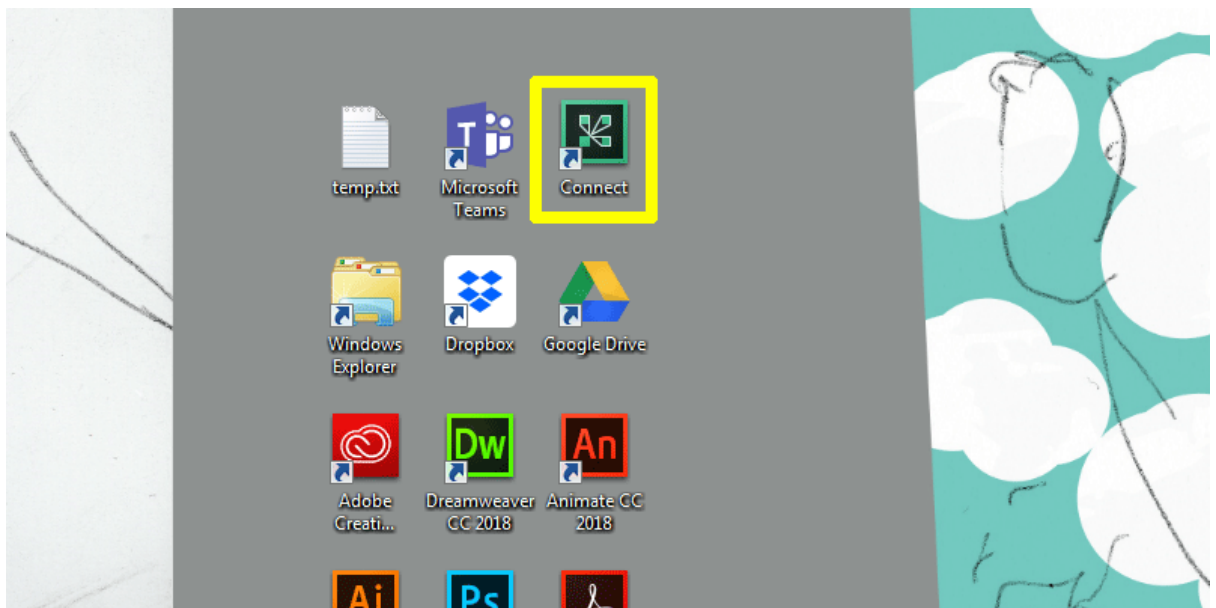


# FENETRE webinar delivery using the Adobe Connect app for the PARTICIPANT

May 2019

## Login

1. Launch the Adobe Connect App.  
Please note that if for any reason you cannot install the Adobe Connect App you can access the webinar through a web browser by going to the webinar address:  
<http://city.adobeconnect.com/fenetre>



2. Add the webinar name to the URL: <http://city.adobeconnect.com/fenetre>  
Then click **Continue**



## Welcome to Adobe Connect!

Enter the Adobe Connect meeting, seminar or content URL to join.

<http://city.adobeconnect.com/fenetest>

Continue

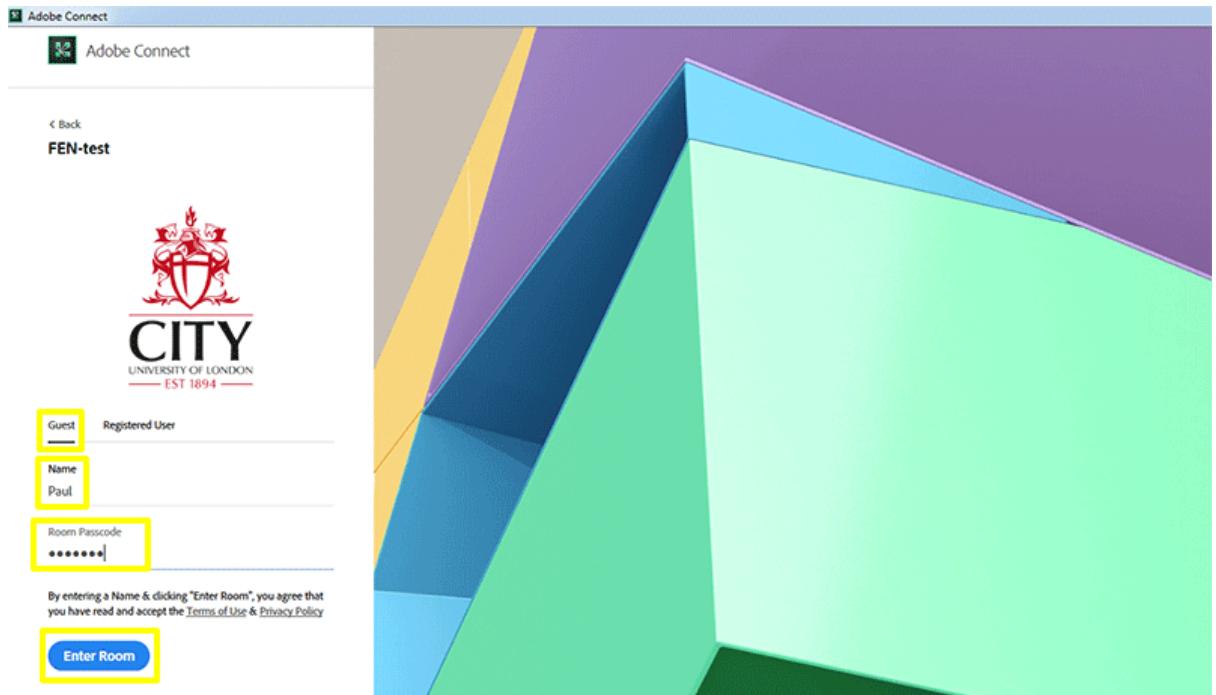
Recents Favorites

**FEN-test**  
city.adobeconnect.com/fenetest/

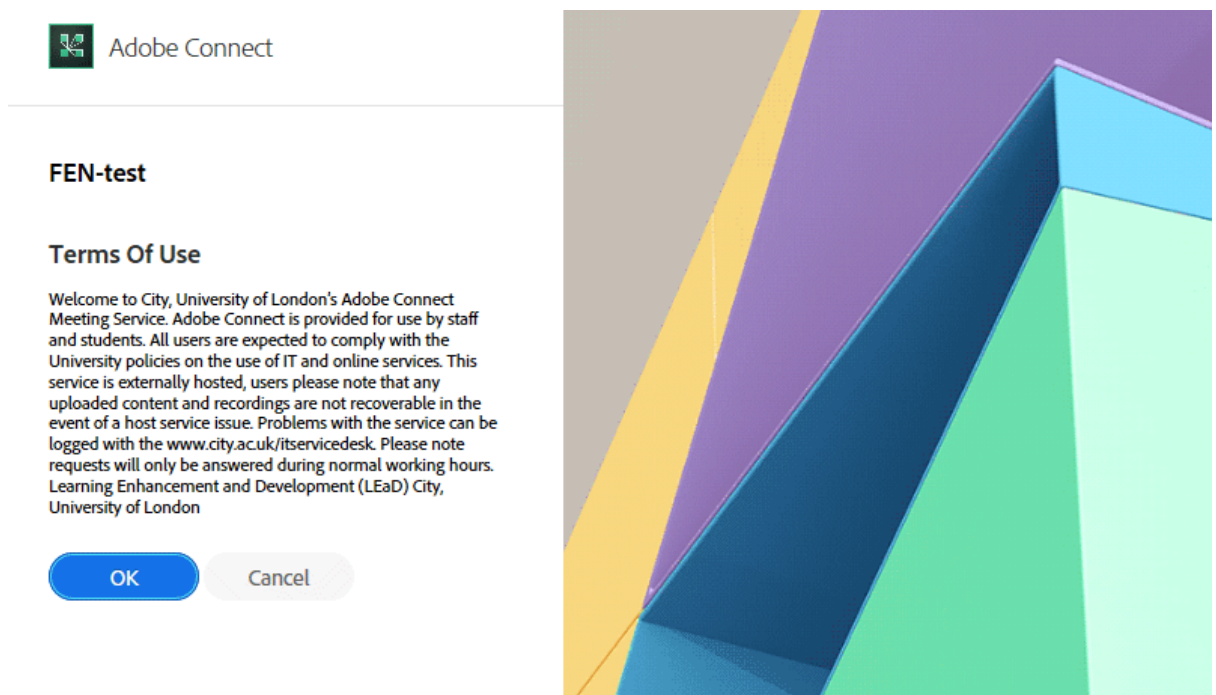
[Clear Recents](#)

3. As a webinar participant you must choose **Guest**  
Next type in your **first name**.  
Please use your real name so that we know who has attended the webinar.

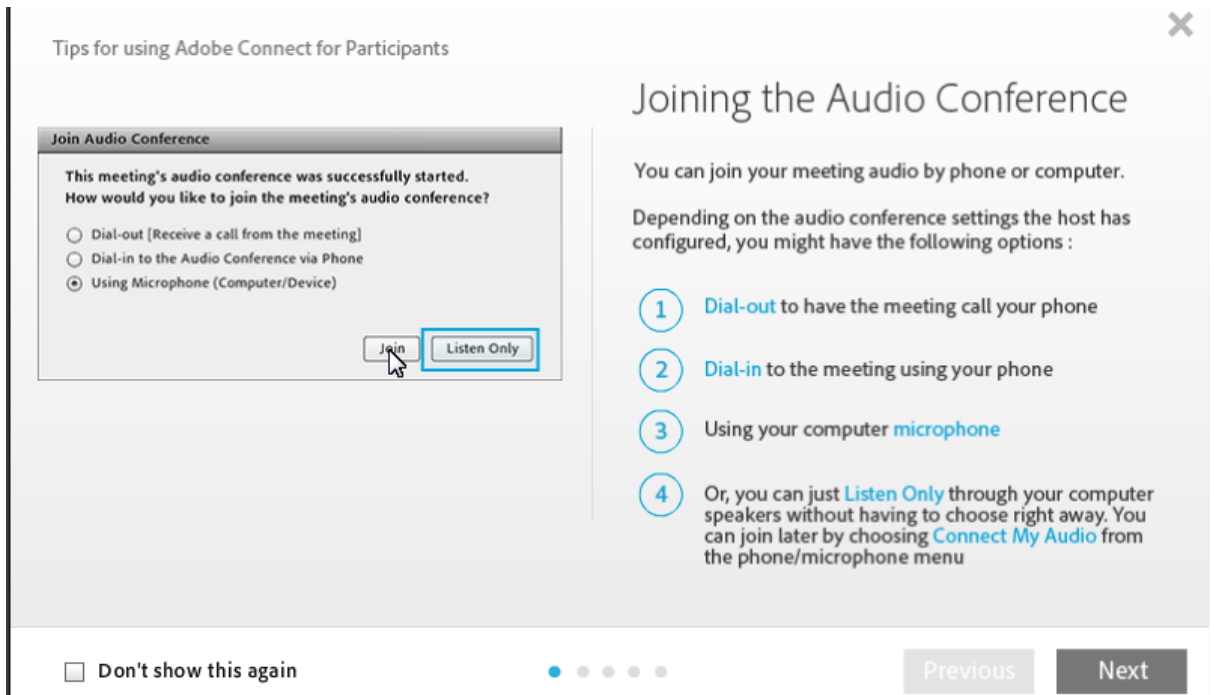
You will also need to enter the webinar passcode: in my case: **fantest**  
Finally, click **Enter room**



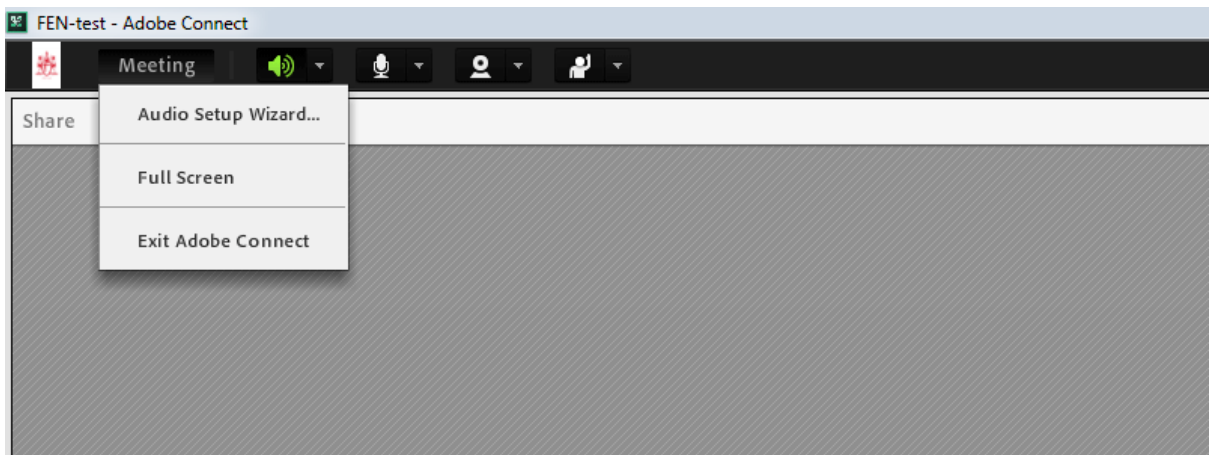
4. Please read and then accept the terms of use if you agree to them:



5. Please read the Tips for using Adobe Connect for Participants. Audio will be accessed by computer, not by phone using your computer's speakers/headphones and microphone.



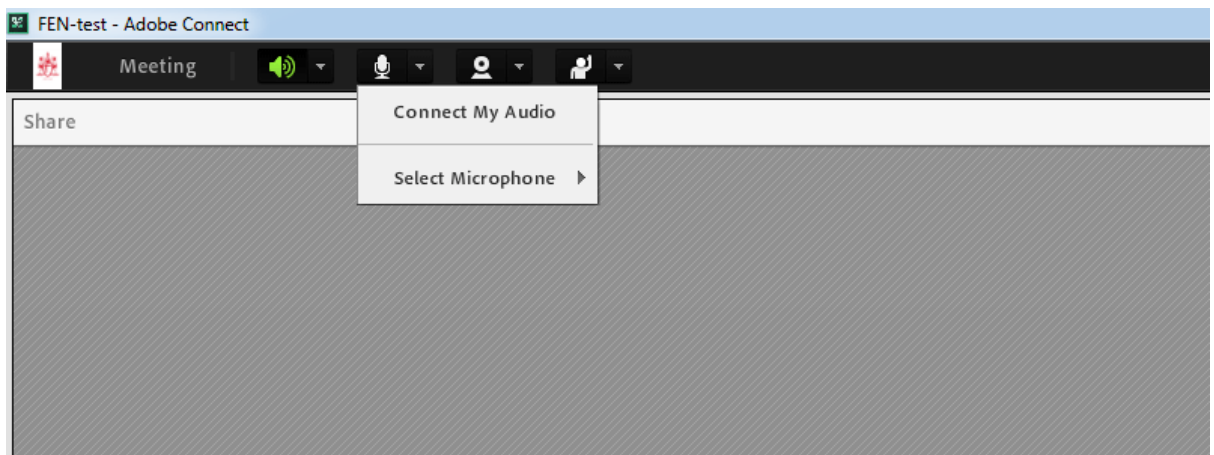
6. Run the Audio Setup Wizard to check that your headphones or speakers are working and that your microphone is working:



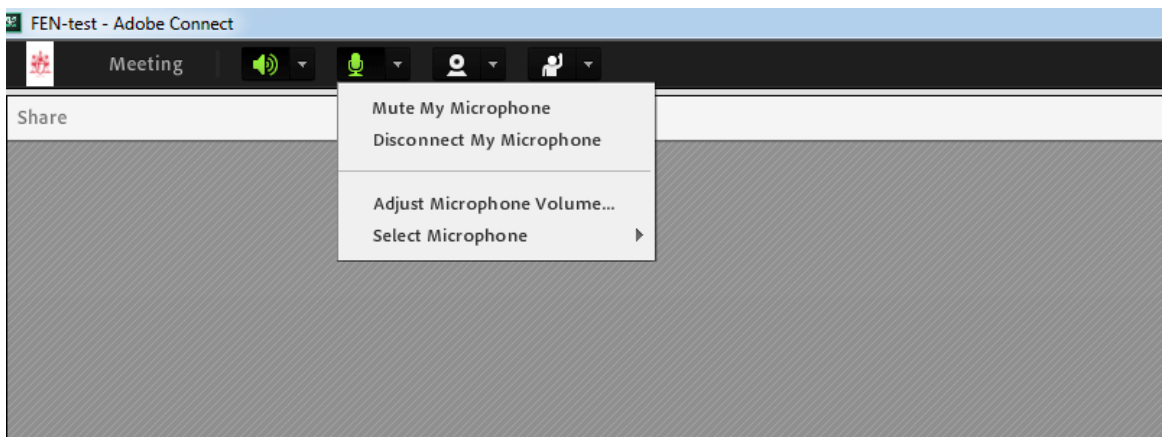
7. Follow the onscreen instructions.



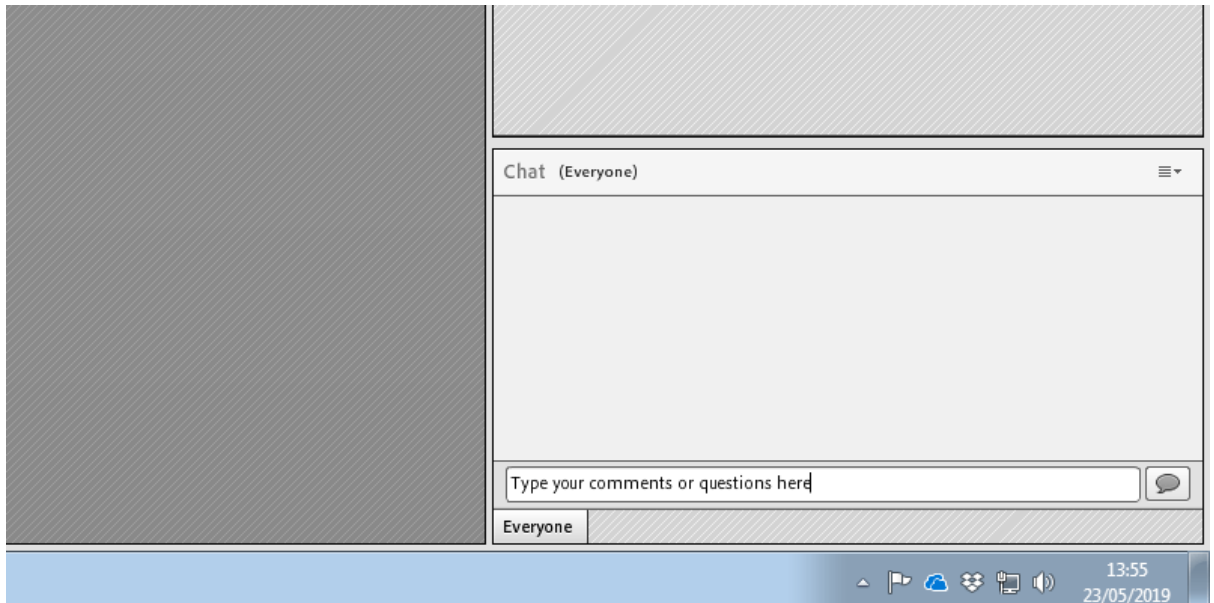
8. Check that your speaker is enabled (the speaker icon will show as green). If you want to speak to the presenters during the webinar, then enable your microphone (click the microphone icon and choose **Connect my Audio**).



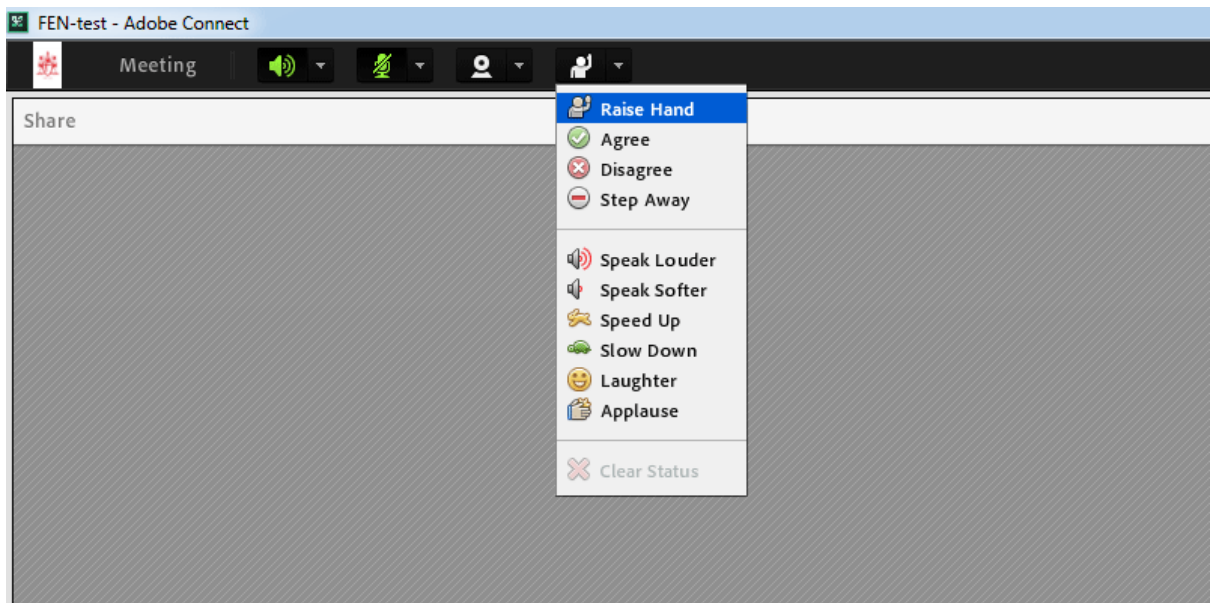
9. You can adjust the microphone and mute it from the same place. Please note that if you are in a location with background noise, most microphones will pick this up and all participants will hear it. If this is the case, then please enable your microphone to speak and then mute it when you have finished speaking.



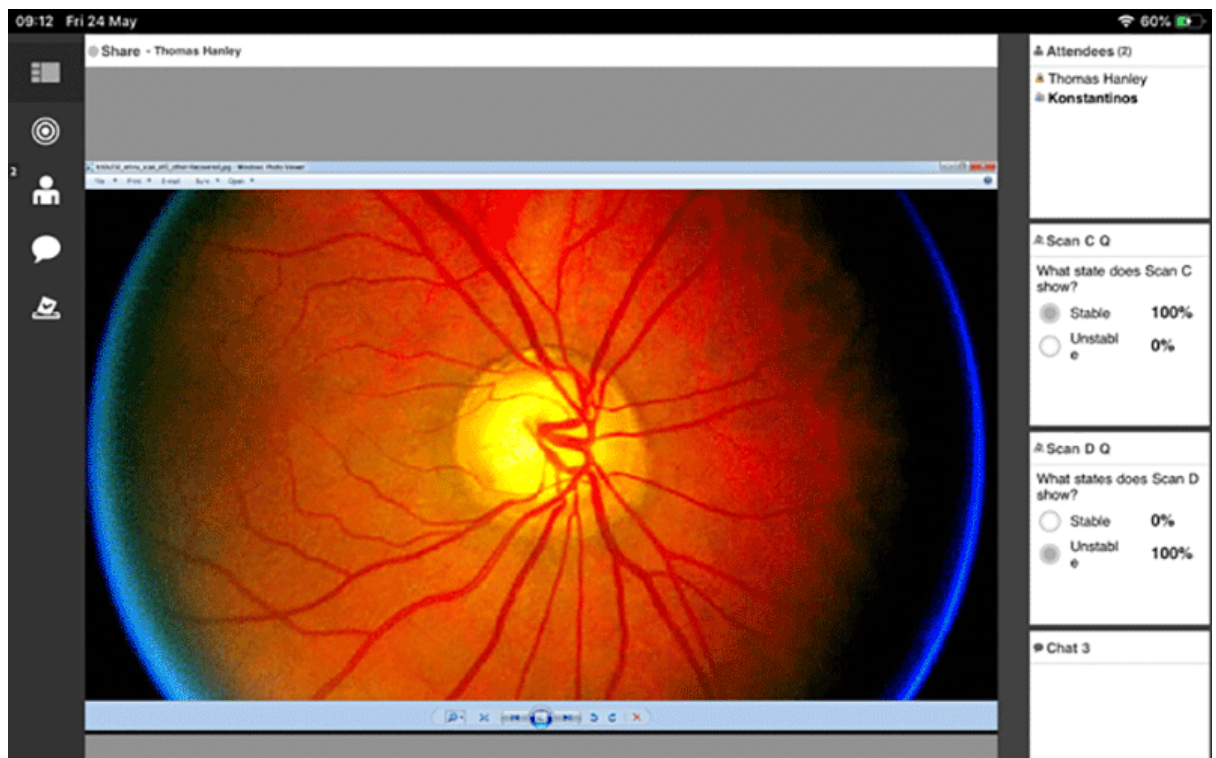
10. If you cannot enable your microphone, or would prefer to make typed comments or questions, then please use the Chat window which you will find on the bottom right of your screen:



11. If you would like to ask a question during the presentation, you can use the Raise Hand feature. This helps the presenter in terms of managing people's contributions when there are no visual cues as who would like to speak. You can also provide presenter feedback e.g Agree/Disagree or Speak Louder:



12. You can respond to a quiz question:



13. You can annotate an image:

