

## Introduction to the Adobe Connect Platform

AMEE Webinars are presented via the Adobe Connect platform. Adobe Connect is essentially a web conferencing system which replicates features of the traditional classroom in an online environment.

The platform will allow participants to see and hear the presenter and any slides that the presenter makes available.

Although it is not essential, it can enhance the webinar if you have a web camera and a microphone as this will allow you to speak and be seen during the webinar if you choose to answer or ask a question. Some laptops have this as standard equipment. If you do not have this facility you can ask any questions or add any comments through the chat box.

### Accessing the Adobe Connect Platform

All AMEE Individual and Student Members will be sent a unique link for each webinar via an AMEE Mailing approximately 1 hour before each webinar.

Any other participants who have registered for a webinar via the AMEE Shop or MedEdWorld will receive this link via email approximately 1 hour before the start of each webinar.

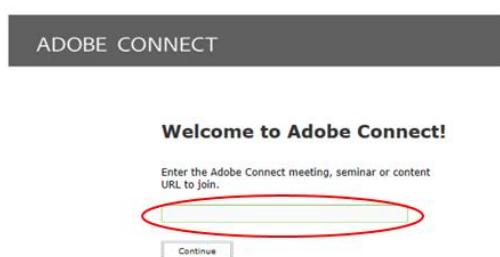
Adobe Connect have recently made changes to the way the platform and it is now accessed via an app which is downloaded and installed on your PC/Laptop's desktop. This is the method that Adobe Connect recommend as it eliminates the requirement for Adobe Flash to be installed on your device. Please note that the Firefox Browser is no longer supported for the platform and Google Chrome is recommended. Safari is also supported for Macs.

**Please follow the instructions on accessing the Adobe Platform App for the first time which are provided at the end of this document. You can go directly to them by clicking [here](#).**

***\*Please see notes below if you are unable to download software onto your device due to admin restrictions.***

You only need to install the app once and thereafter you can access the platform in one of two ways:

- **Option 1:** open up the app on your desktop and copy and paste the meeting URL you have been sent by the ESME Administrator, this will take you to the :



- **Option 2:** Click on the link directly from the email you have been sent by the ESME Administrator.

***\*If your organisation does not permit the downloading of software onto your device, please open Internet Explorer and paste the link for the webinar directly into the browser and you should be able to access the webinar from there providing you have an up to date version of Adobe Flash Player installed.***

## Checking your version of Adobe Flash Player

If you are not using the Adobe Connect App, please ensure that you have the latest version of Adobe Flash Player on the computer you will join the webinar from. It is essential that the version of Adobe Flash Player is checked well in advance of the webinar to allow time for any technical issues to be resolved in the unlikely event that there is a compatibility issue. If you encounter any issues during the checking process please contact [mededworld@dundee.ac.uk](mailto:mededworld@dundee.ac.uk).

To check your version of Adobe Flash Player, please visit <http://helpx.adobe.com/flash-player.html> and click on the Orange “Check Now” Button at the top of the page.

If installation of Adobe Flash Player is required, please follow the on screen instructions to do so.

If you encounter any problems please contact [mededworld@dundee.ac.uk](mailto:mededworld@dundee.ac.uk).

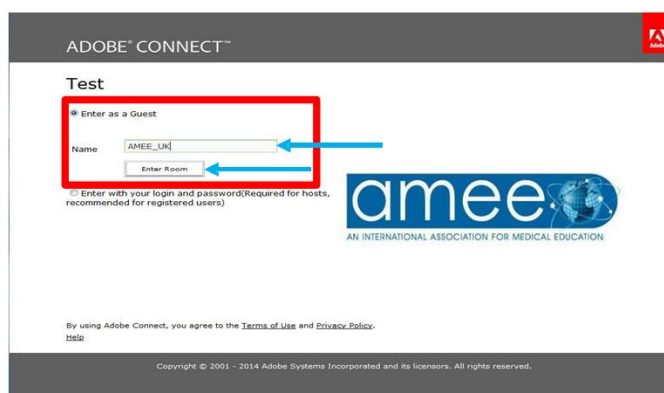
Please check the version of Adobe Flash Player on every PC that you plan to access the webinars through. It is advised that you use the same browser you used to check the version of the Adobe Flash Player. If you chose to watch a webinar in a different browser you may be required to run the check again.

## Exploring the Adobe Connect Platform:

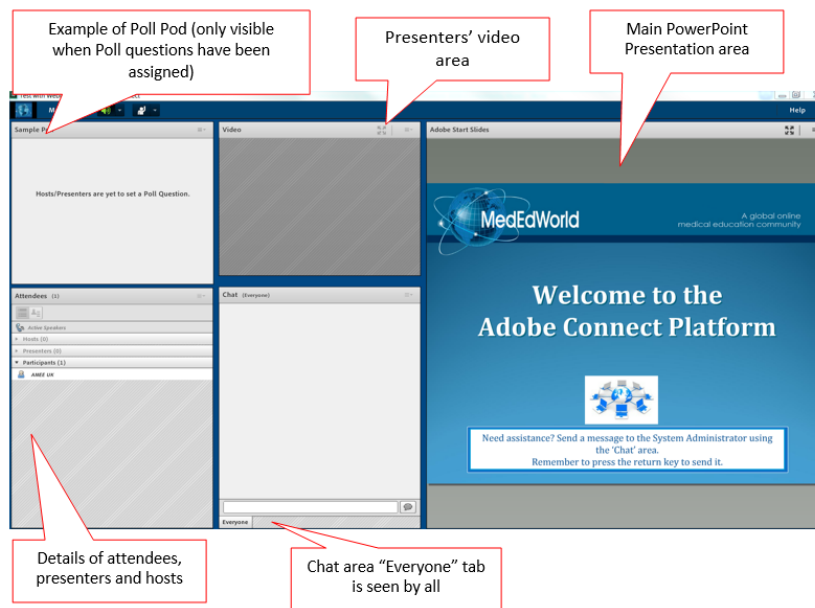
Once you have accessed the Adobe Connect platform, you have the opportunity to explore its features and you are encouraged to do this in advance of your webinar. However access will be restricted if a practice session is being carried out or updates are being made to the platform and you will be notified of this in an on-screen message.

To explore the classroom:

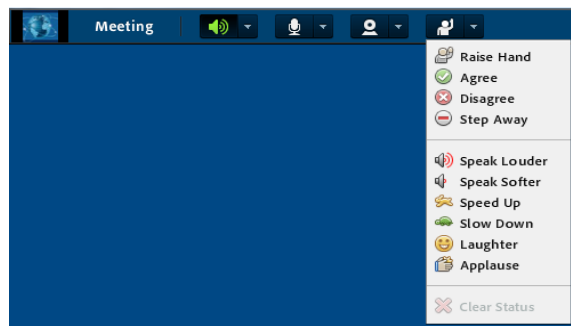
1. Follow the URL link that you have been provided for the webinar
  - **(Each of the webinars will have a unique URL link).**
2. Ensure the option “Enter as a Guest” is selected. Passwords can cause participants problems when logging in therefore for your ease a password **has not** been set and any text will be accepted.
3. Visit [http://www.theodora.com/country\\_digraphs.html](http://www.theodora.com/country_digraphs.html) and find the code for your country.
4. When signing in enter your first and second name, prefixed by initials for your country code for example UK\_AMEE or AMEE\_UK.








You should now have entered the platform and a screen similar to the screen below should be visible. The platform is split into different areas or “pods”:



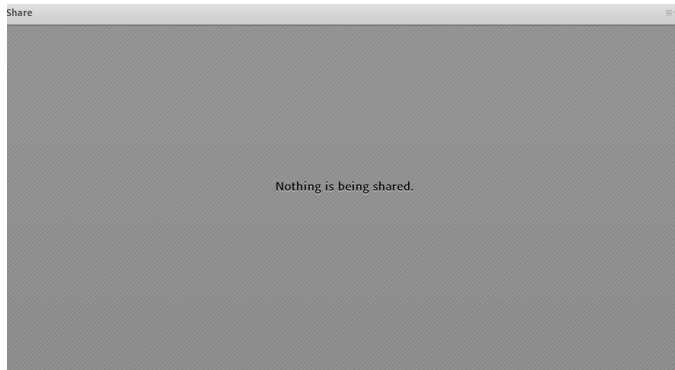
**The menu bar (from left to right):**



	Meeting Menu	Enables the participant to “ <b>Audio Setup Wizard</b> ” if sound is an issue, view the room in “ <b>Full Screen Mode</b> ” and exit the meeting room.
	Speaker Menu	Enables the participant to adjust the volume of their speakers.
	Microphone Menu	Enables the participant to connect their Microphone
	Webcam Menu	Enables the participant to connect their Webcam
	Status Menu	Enables the participant to set their status (options can be chosen using the drop down arrow menu to the right of the icon).

### The Share Area (Main PowerPoint Presentation Area)

The Share Area is the main focus of a presentation. Most content will appear in the content frame such as PowerPoint slides.



### The Video Area

This is where you will see the presenter(s) webcam(s).

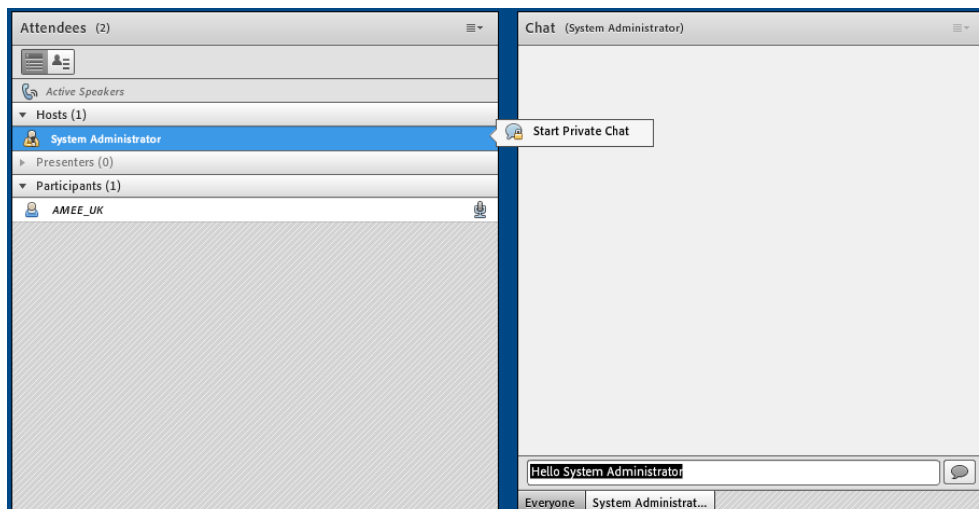
### Poll Pod Area

If there are Poll Questions in the webinar, you will see them here when the presenter is ready for you place your response.

### The chat area

Text typed into the chat box will be seen by all participants. You may wish to use this area to respond to a question from the presenter. As with many similar systems to enter text into the text box hit the 'return' or 'enter' key after typing. A response from you will be preceded by your name.


If you have a problem during the presentation and would like to contact the System Administrator go to the Attendees area at the bottom left area of the platform, click on "System Administrator" and click "Start Private Chat". A new tab along the bottom of the Chat box will appear with the "System Administrator" name. Type your query into the chat box to the right and press return. When your query has been resolved close the private message by clicking on the cross to the right of the person's name in the tab along the bottom. This will ensure that any comments or questions you raise later in the presentation are seen by everyone taking part in the webinar.



### Attendees Area

This lists all of the participants logged into the Webinar in alphabetical order, with the System Administrator in the Hosts area, the Presenter in the Presenters area and all Participants in the Participants area.

### Asking a question

Ask a question by clicking on the 'raised hand' icon.  Your name will then appear at the top of the Attendees list with the 'raise hand' icon next to your name, indicating to the presenter that you wish to respond to or ask a question. If the presenter is answering questions at this time she/he will invite you or another participant to ask their question. If selected please ensure the Microphone icon has turned Green by clicking on it and talk to ask your question or to answer the question put forward by the presenter.

To exit the Classroom, click on the Cross of the browser.

### On the day of the Webinar:

For each webinar we suggest that you sign in to the advised Adobe Connect platform **15 minutes** prior to the time the Webinar is due to start. This will allow you time to check your connection and equipment. The administrator will also be available to assist any participants who are experiencing difficulties.

If you have any questions about the above please email [mededworld@dundee.ac.uk](mailto:mededworld@dundee.ac.uk).

---

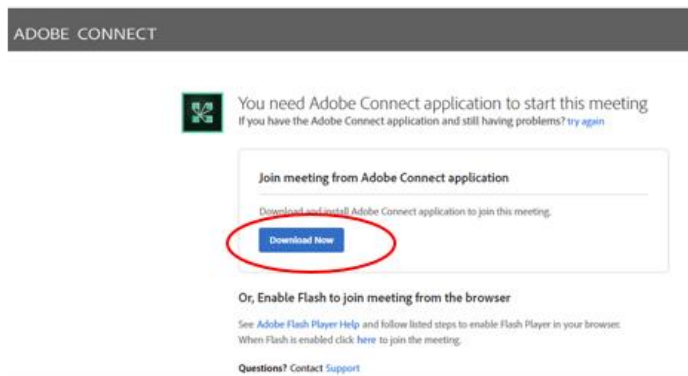
### Instructions for Accessing AMEE Webinars on Adobe Connect

The Adobe Connect platform is accessed via a downloaded app\* which is installed on your pc/laptop the first time you try to log in to a webinar. Thereafter the app will sit on your desktop and when you wish to attend a webinar in future you need only insert the link you have been sent into the Adobe Connect application without the need to have Adobe Flash on your device, or you can click on the link provided for any future webinars and you will be taken straight to the platform.

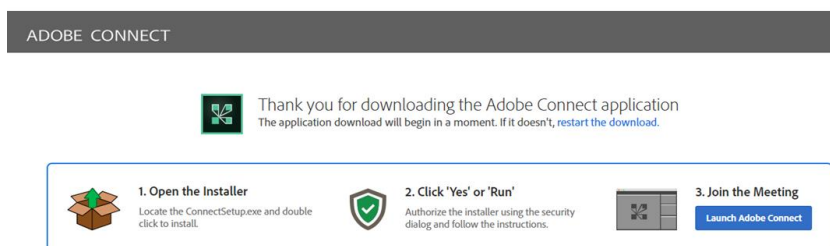
*\*Please note that Adobe Connect carried out an upgrade to the platform at the end December 2017 which introduced this new app, therefore if you previously accessed the platform, you will notice a difference to the way you connect.*

To access the platform for the first time, open Google Chrome, Internet Explorer, or other browser (Please note this will not work in Firefox). Either click on the link you have been provided by the ESME Administrator or copy the URL into the address field in your browser.

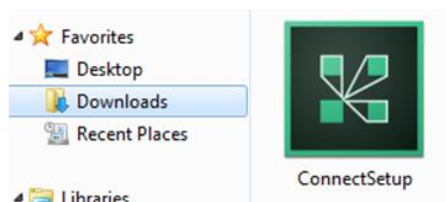
The first time you access the new version of Adobe Connect, you will be shown the following window:



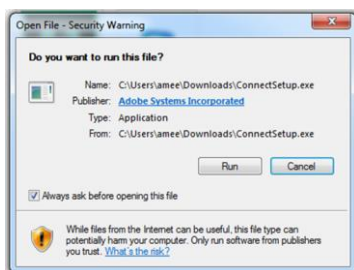
**Step 1:** Click on the **Download Now** button then follow the instructions to download the Adobe Connect App installation file:



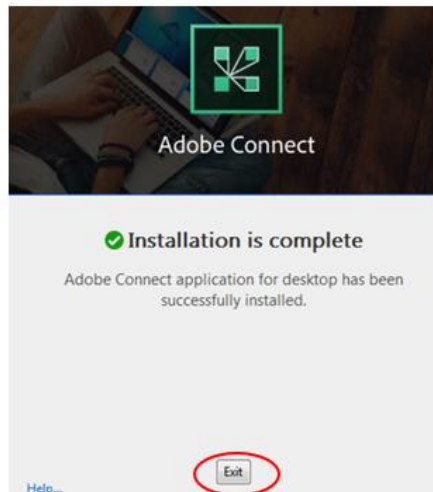
**Step 2:** Locate your downloaded file (it will either be in your browser menu bar under **Downloads** or in your download folder):



**Step 3:** Either double click on the icon in your downloads folder and select **Run** or select **Run** from your browser download area:



**Step 4:** Your download will start installing – click **Exit** once it is complete:

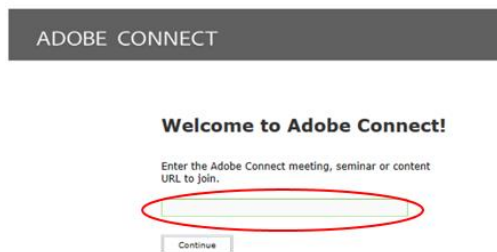


**Step 5:** A shortcut will have been placed on your desktop:

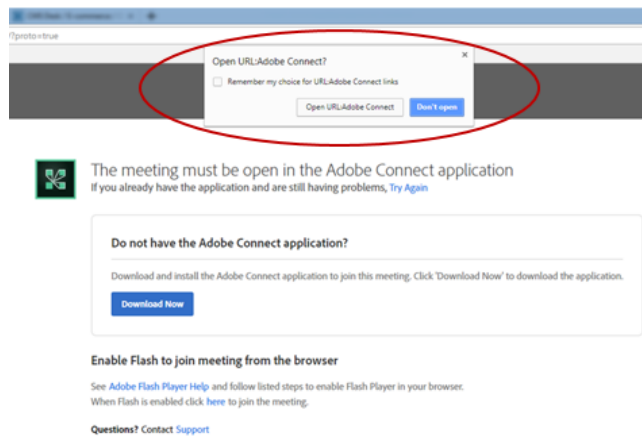


**Step 6:** To access the webinar, you can choose one of the following options:

- **Option 1:** open up the app on your desktop and insert the URL you have been sent:



- **Option 2:** Click on the link directly from the email you have been sent which will open the following screen – click on **Open URL Adobe Connect** and tick the box for **Remember my choice..** so that this box does not appear again:



**Step 7:** You will then be taken straight to the Adobe Platform where you will should select **Enter as a guest** and type your name and the two letters of your country. You will not have to repeat steps 1 – 6 for any future webinars unless you choose to use the Adobe Connect App from your desktop (in that case you will carry out Step 6 - Option 1).

ADOBE CONNECT

Meeting Room

Enter as a Guest

Name

By entering a Guest Name and clicking "Enter Room", you agree that you have read and accept the [Terms of Use](#) and [Privacy Policy](#).

Enter with your login and password (Required for hosts, recommended for registered users)

***If your organisation does not permit the downloading of software onto your device, please open Internet Explorer and paste the link for the webinar directly into the browser and you should be able to access the webinar from there providing you have an up to date version of Adobe Flash Player installed.***

**To check your version of Adobe Flash Player, please visit <http://helpx.adobe.com/flash-player.html>**

If you have any issues when trying to connect to the webinar, please contact [mededworld@dundee.ac.uk](mailto:mededworld@dundee.ac.uk) for assistance.