

## Adobe Connect listen only mode – Introduction for remote participants

The webinar you attend will be conducted in Lecture Mode (or Listen Only Mode) meaning you will be automatically muted with no speaking rights throughout.

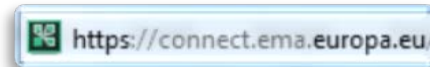
### A. Pre-meeting checks

It is recommended that you test your computer prior to attending a meeting. To do this, please click [here](#).

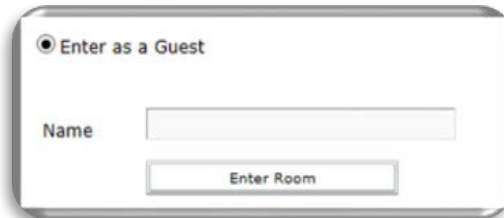
1. The **Connection Test** checks your computer to make sure all system requirements are met. If you pass the first three steps of the test, then you are ready to participate in a meeting.

### B. How to log in

2. Browse the unique URL for the virtual meeting room in your web browser. This will be communicated to you either prior to the meeting via invitation or at the start of the meeting.



3. You will reach the log in screen. Select **Enter as a Guest**, enter your full name and affiliation and request entry.

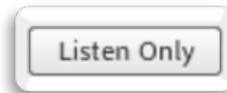


If applicable, a Passcode will be requested to enter the meeting room.

4. The meeting launches and the meeting room interface will appear.

### C. Listen via your computer speakers or telephone

1. To follow the audio via your computer simply click on the **Listen Only** button in the join audio conference window. Please ensure your computer speakers are turned on and that the volume level is up. The audio will automatically broadcast via your computer speakers and you can also plug in headphones or earphones to follow the audio.
2. If you wish to connect via telephone select the **Dial-out** option, enter your telephone number in the full international format and click **Join** to receive a call from the system (you will be automatically muted).

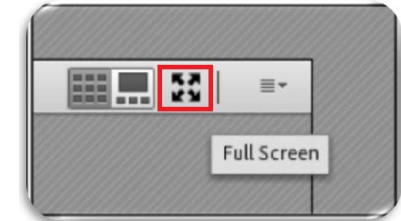


### D. How to view the documents/presentations

#### Full Screen Mode:

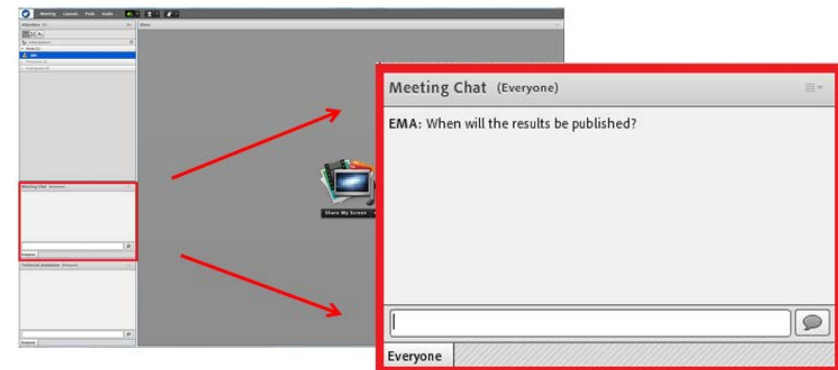
If the layout is made up of multiple pods, the share pod can be maximised in order to view presentations in Full Screen mode.

- Click on the **Full Screen** button located in the upper right side of the share pod to maximise the share pod.
- Click on the **Exit Full Screen** button to restore the layout back to normal view.



### E. How to post a question

Questions may be taken in writing during the webinar as participants will not have speaking rights. Please post your query in the **Meeting Chat** window located on the centre left hand-side of the meeting room interface.



### exit Adobe Connect

- Close the browser window.

F.  
How to