Using Audio – Student’s Guide

When you first enter the eTutor’s Meeting Room, in the upper right-hand corner

1.) The green Down Arrow appears and prompts you to install Acrobat Connect – this allows you to share your whiteboard and record it. If this is your first time, you will need to install it. It is not necessary to install every time you use Connect.

![install_acrobat_connect.png](attachment:install_acrobat_connect.png)

2.) Click the Install button. You will now see a series of windows that install Adobe Acrobat Connect Pro Meeting this allows you to record shared Whiteboard screens.

3.) To set up VOICE
Click Meeting > Manage My Settings > Audio Setup Wizard – you don’t need to install – but you should run through the setup to make sure your headset & Mic are connected properly.

![audio_setup_wizard.png](attachment:audio_setup_wizard.png)

4.) Click NEXT and follow the prompts

5.) Next turn on your microphone on an eTutoring Chat Session for the students.
Click the Camera/Microphone icon in the Camera and Voice POD

![camera_and_voice.png](attachment:camera_and_voice.png)
6.) Click the TALK Down-Arrow-Button to make sure that VOICE is ON-Multiple Speakers, IF other students have a microphone.

7.) Click the Lock key – to lock the Microphone on – so you don’t have to click and hold while talking.

NOTE: You should see the green squares move as you speak.