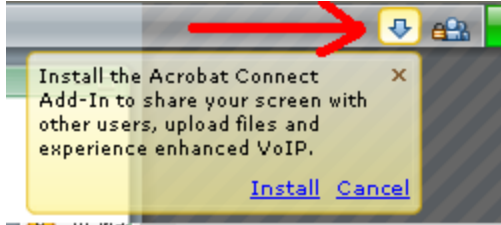# Using Audio – Student' s Guide

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.*

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.
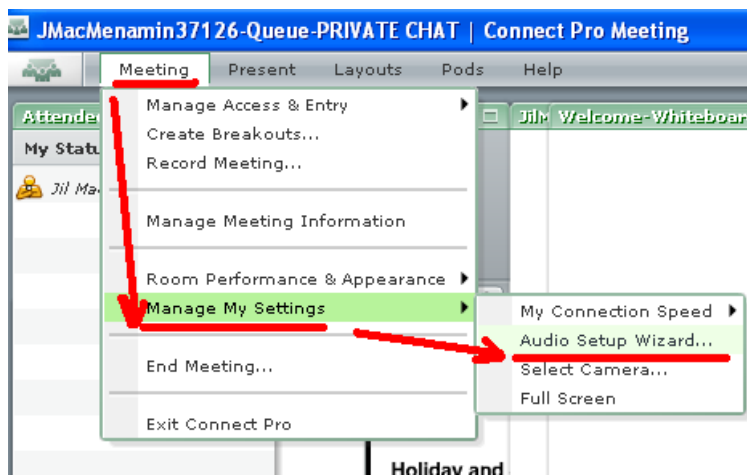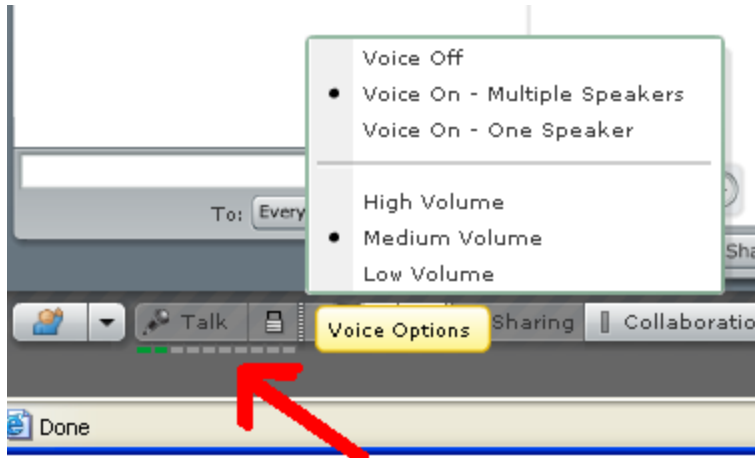

4.) Click NEXT and follow the prompts

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

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.