



## Quick Start Guide for Adobe Connect Faculty or Hosts

1. **Launch your browser.** Minimum acceptable browser versions: Internet Explorer 5.0 or Firefox 1.5 or higher. (Note: all other university systems require at least Internet Explorer 7.0 and Firefox 2.0 minimum versions).
2. For best results, **clear your cache.** Internet Explorer, TOOLS : Internet Options : Browsing History : Delete : Temporary Internet Files. Firefox, TOOLS : Clear Private Data.
3. **Log into Adobe Connect (Breeze)**
  - A. Go to <http://breeze.iu.edu/>
  - B. Enter the **login** and **password** that you chose when you registered for an Adobe Connect (Breeze) account (this should be different than your Network ID and password).
    - The login is your complete e-mail address (e.g., someone@iupui.edu)
    - The password is a 4- to 16-character
    - Passwords are case sensitive.
4. **The first time you login, install the Adobe Connect (Breeze) Add-in:**

- A. From top left of screen, click the Meeting drop-down menu.
- B. Select Audio Setup Wizard.
- C. Click Install (see figure to the right).
- D. Click Yes in the dialog box.
- E. The window will close and reopen



## 5. Adjust Flash settings.

A. Right-click anywhere on the screen and choose Settings.

B. In the Macromedia Flash Player Settings dialog box, at the bottom left, click the icon of a computer screen with an eye.

- Click the Allow radio button and the Remember box.
- Ignore the folder with green arrow icon and Deny and Advanced buttons.



C. From the microphone icon:

- Check the Reduce Echo box.
- From the drop-down list, select the microphone you are using.
- Test the microphone by speaking—the green bar on the left should move as you speak. It may turn yellow or red as sound increases. If there is no movement, select a different microphone.



D. If you have a camera:

- From the drop-down list, in the camera icon settings, select your camera.

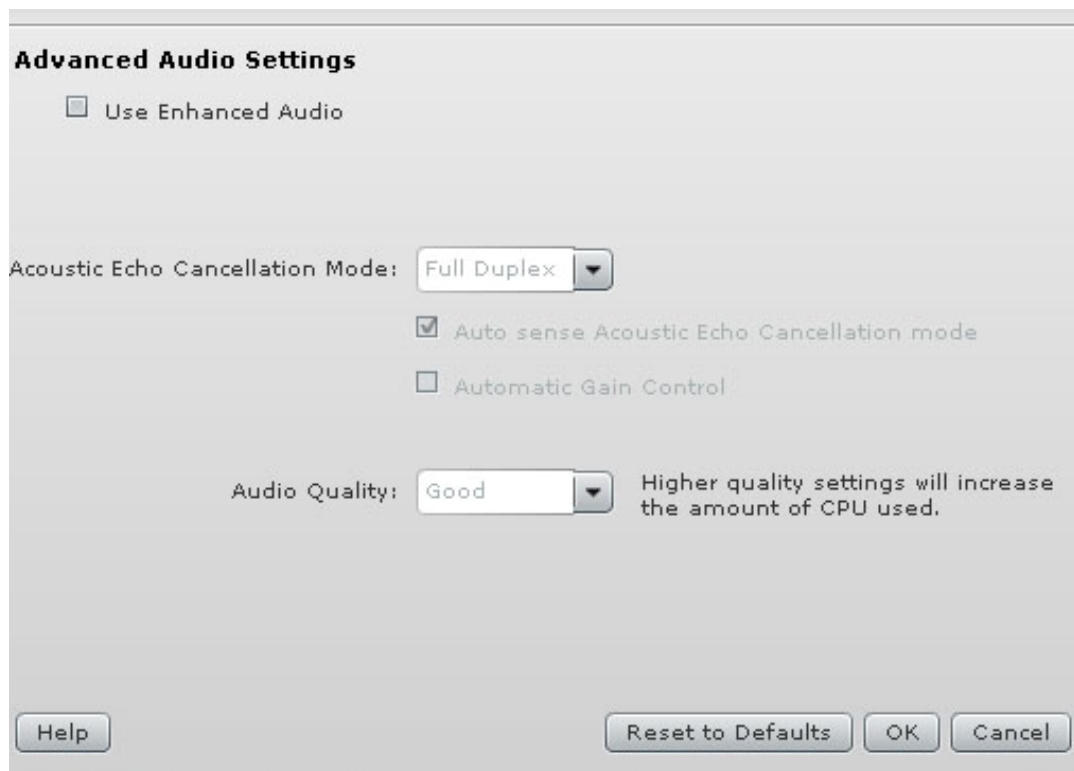
E. Click the Close button at lower right.



6. **Run the Audio Setup Wizard.** Recommendation: you should run the audio setup wizard prior to each Adobe Connect (Breeze) session.

For Windows computers:

- A. From the Meeting drop-down, choose Audio Setup Wizard then click Next.
- B. If the Verify Install button appears, the add-in is not properly installed. Repeat step #4 above.
- C. To check the audio, click Test then click Next.
- D. From the drop-down list, select your microphone/headset then click Next.
- E. To test your microphone, click Record and read the sentence on the screen. Click Stop then click Play to hear your recording. Click Next.
- F. Click the Test Silence button and remain quiet. Wait for the recording to finish. Click Next.
- G. Select the Advanced Settings button (see figure below). Deselect Use Enhanced Audio. Click OK.
- H. Click Finish.



For Macintosh Computers:

- In the Settings button, adjust the Microphone Volume to between 50 and 70. Echo Suppression should be checked. Click OK.
- Click Finish.

**Note:** For My Connection Speed in the Meeting drop-down list, select LAN or DSL according to your connection type (i.e., if you are on a LAN, choose LAN; if you are on DSL or cable, choose DSL).

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