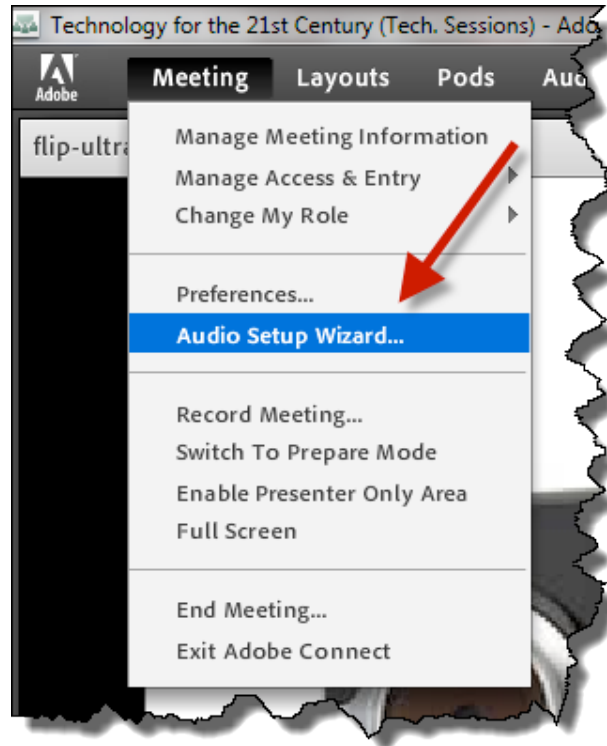


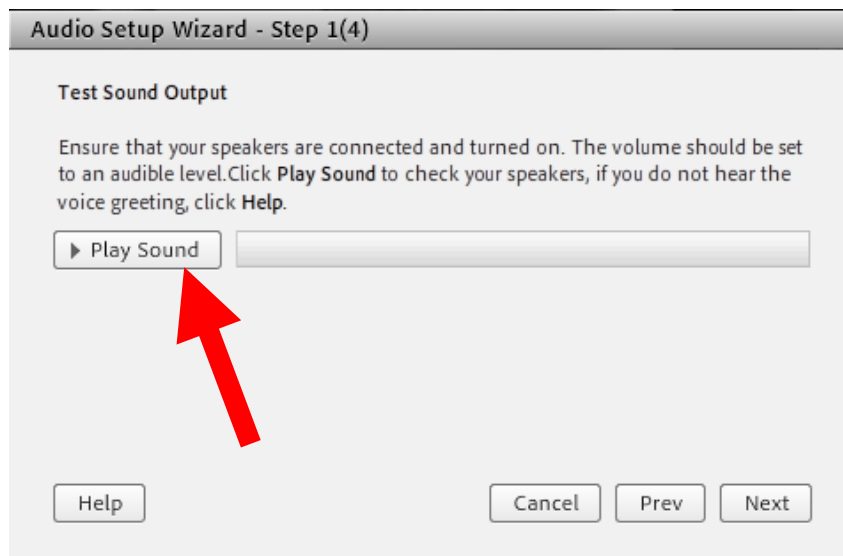
# Audio Setup Wizard Configuration in Adobe Connect

(Typically a one-time process)

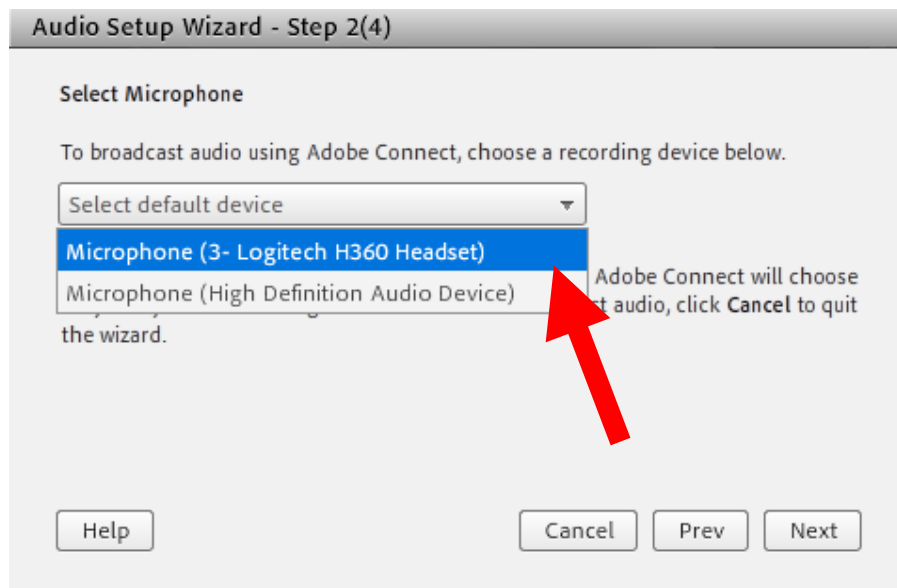
1. From the main menu, navigate to the **Meeting** option and click on the **Audio Setup Wizard...** option.



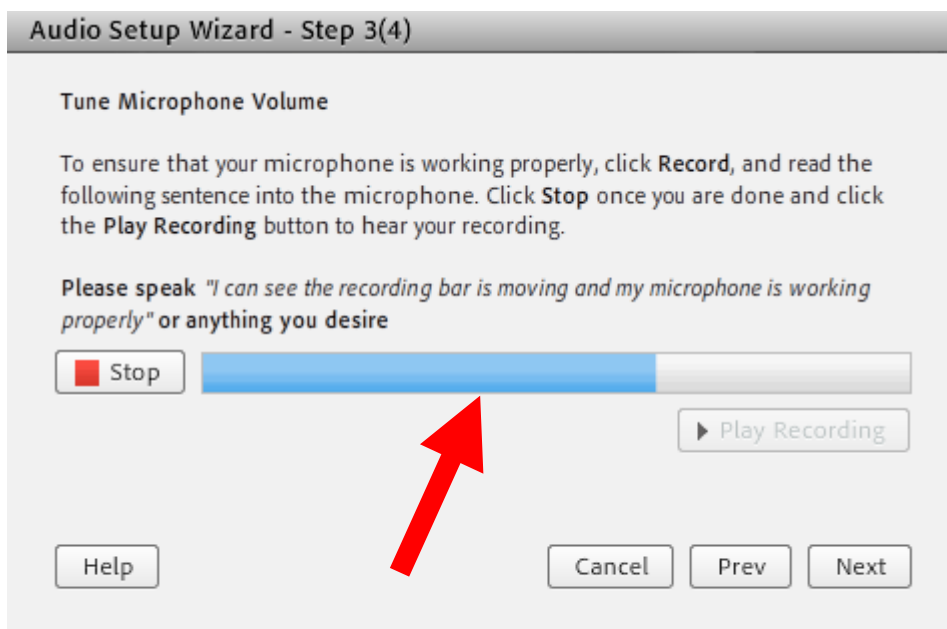
2. As you proceed through the wizard via the **Next** button, you come to a screen shown below. Click on the **Play Sound** button to confirm you can hear music through the headphones on your headsets. Click **Next** once more.



3. Confirm that your headsets are selected for your microphone (audio input). See example below. Click **Next**.



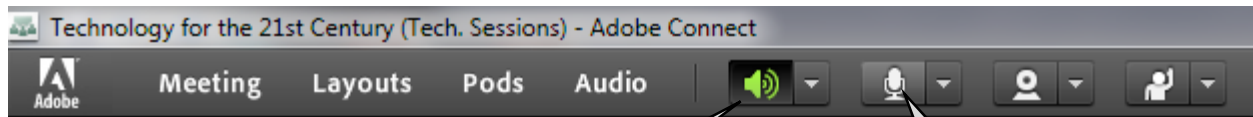
4. Click on the **Record** button and read the sentence provided. You should see an audio level (a blue bar) move left and right as you speak into your microphone on your headset. Press **Stop** after reading the sentence. You may also click on the *Play Recording* button for confirmation. Click **Next**.



**Note:** If you receive a small pop-up window (shown on the right) with *Allow* and *Deny* options, be sure to click on **Allow**.



5. You can complete the “test silence” step, but you typically skip this step if you don’t have too many distracting noises around you. Click **Next**.
6. Click **Finish** to exit the Audio Setup Wizard.
7. At the top of the Adobe Connect meeting room, the speaker icon (shown below) should be enabled indicated by the color green. You will only see the microphone icon (next to the speaker icon) if you are given microphone rights. You would click on the microphone icon to enable your headsets’ microphone to speak freely to the host/presenter and any other participants.



Speaker icon.  
Press to enable.

Microphone icon.  
Press to enable.