

Login:

 Password:

[Forgot your password?](#)

To get started you must first type the UniConnect URL into a web browser and log in. The URL is:

<http://uniconnect.hud.ac.uk>

Once you are logged in, follow the steps to create a meeting. If you are unsure on how to set up a meeting then please follow the guide on how to set up a meeting in Adobe Connect.

1

Name: **Tom's Meeting**
 Summary: **UniConnect Meeting**
 Start Time: **09/07/2012 11:15 AM**
 Duration: **01:00**
 URL: <http://uniconnect.hud.ac.uk/tomsmeeting/>
 Number of users in room: **0**
 Language: **English**
 Access: **Only registered users and accepted guests may enter the room**

Once you have completed the meeting setup enter the meeting by clicking on "Enter Meeting Room."

2

3

Once you are in the meeting room you must always check that your device configurations are set up so they can work properly. You can configure your audio by following the steps of the Audio Setup Wizard.

The option for this is located in the top left under the meeting tab.



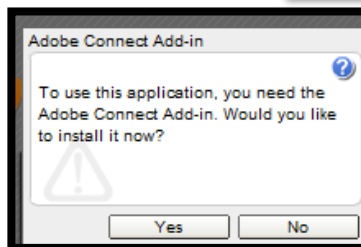
Audio Setup Wizard

Welcome

The Adobe Connect Audio Wizard will help setup and tune your audio devices for use with Adobe Connect.

We strongly recommend that you install the latest version of the Connect Add-in for the best audio experience. Click **Install add-in** to start the installation of the latest add-in. If you choose not to install the latest add-in we recommend using a headset for any voice broadcast or recording.

Click **Next** to proceed. If at any point your audio doesn't work as expected, click **Help** for troubleshooting tips.



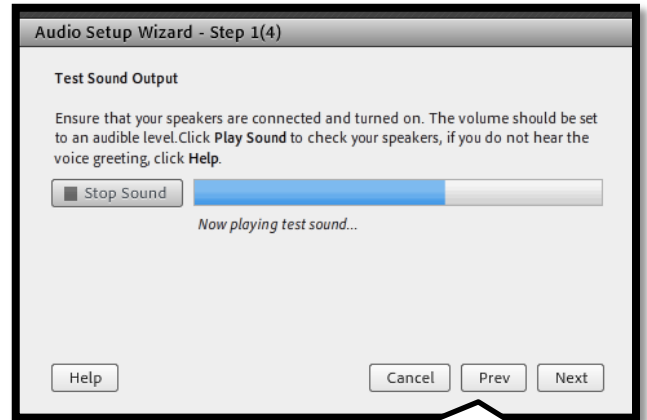
To begin, the user is recommended to install the UniConnect add-in to insure best audio quality. Once you have installed the add-in, you can then begin the wizard.

4



This is the very first screen you will see when you go to the Audio Setup Wizard, click next to proceed.

5



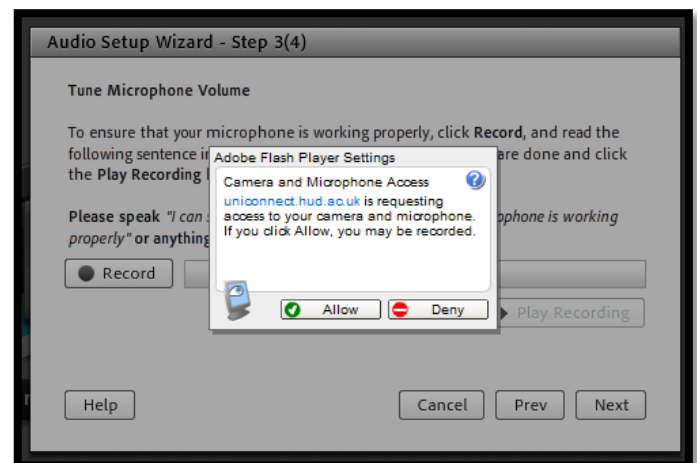
The wizard then allows you to test the sound playing through your speakers.

6



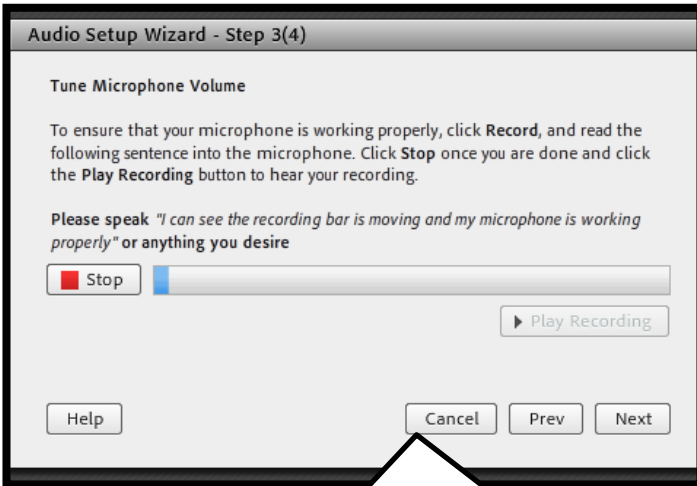
Step 2 of the wizard is to select the device that you will use for your microphone to speak through.

7



After selecting the microphone device and clicking on next you may then be required to either grant or deny access to the application for the use of your camera and microphone select allow to proceed.

8



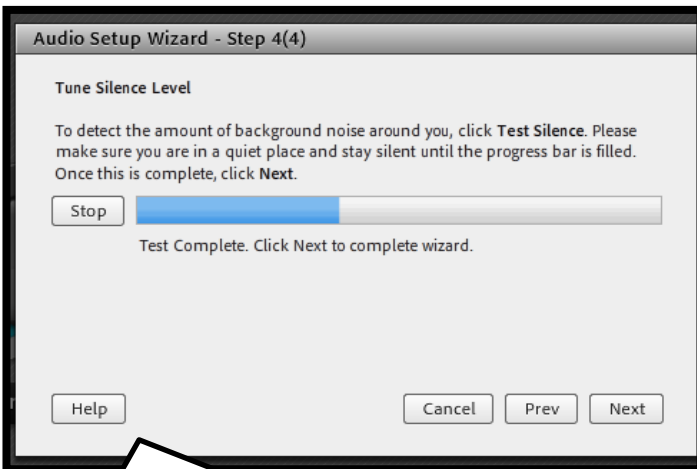
Clicking on the Record button will record you speaking and you can start and stop at any time.

9



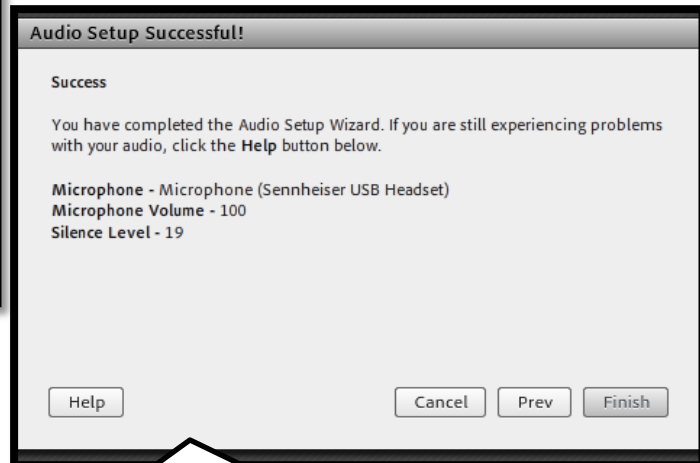
You can then hear back what you said by playing the recording.

10



The final step before the completion of the wizard is to test the noise level of the room you are sat in.

11



When you have completed all 4 stages of the setup, you will be given information and results from the setup wizard.

Once you have done, select Finish.

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