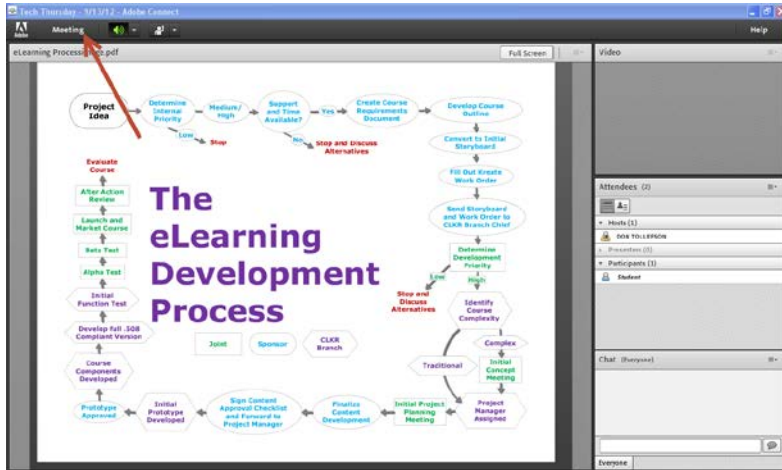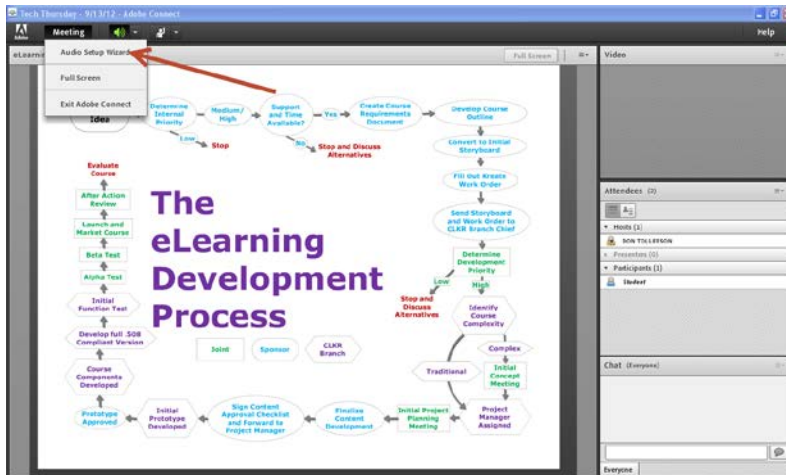# Setting Up Audio in Adobe Connect

When you enter your meeting room, you will see a button at the top of the page titled "Meeting". Click on it.

When you click on it, you will see some options. The one you want to click on is "Audio Setup Wizard". This will check your computer to make sure you will be able to hear the webinar.


This screen will pop-up. Just click on the "Next" button.

The first step is going to check your audio output. This is based upon how your computer is configured. Your sound will generally come through your speakers, however, if you have a headset attached, it may come through the headset. All you need to do is click on the "Play Sound" button, and you should hear some music. If you do, you're good to go. If you don't, then you may need to check your audio controller settings. The staff in CLKR can help you if you are not hearing audio.
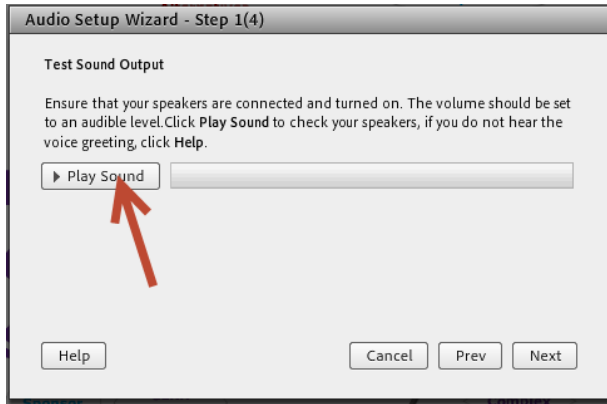
When the audio test is complete, you click on the "Next" button.
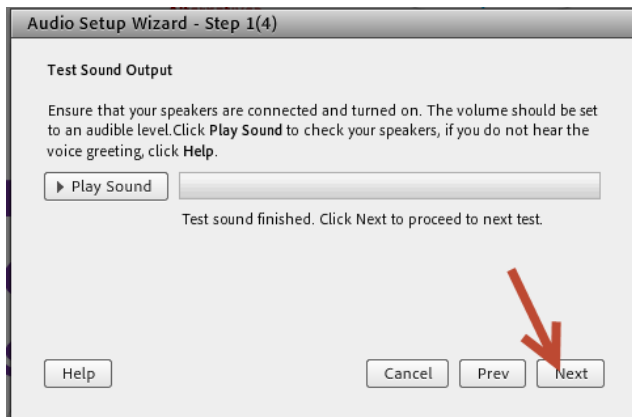
If you have a microphone attached to your computer and want to make sure it works, click on the drop down arrow here and select which input device you plan on using.
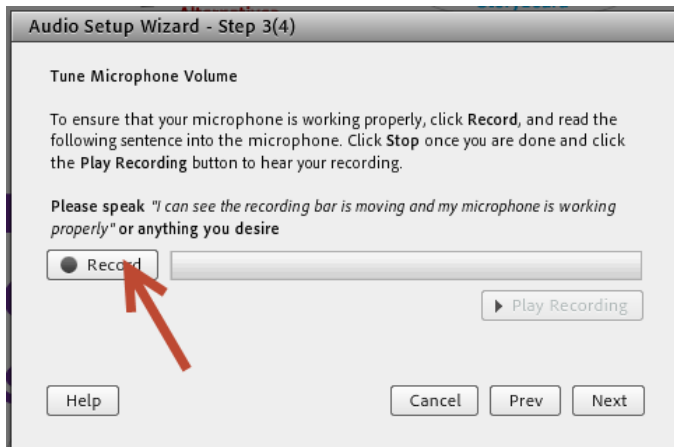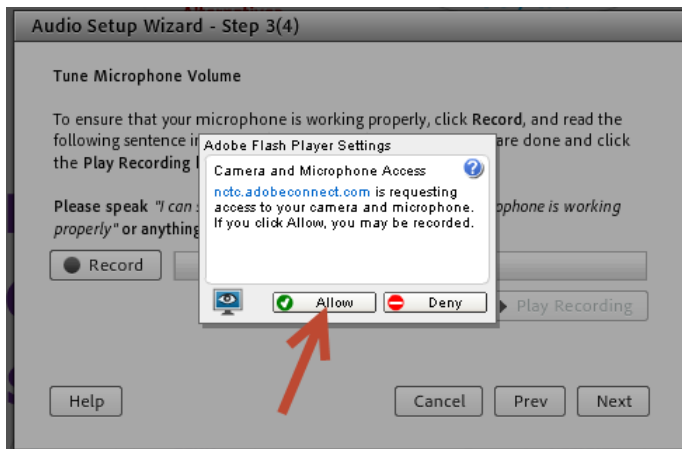
Click the "Next" button.

Click on the "Record" button.

A small "Adobe Flash Player Settings" window will appear. You need to click on "Allow" if you want to be able to talk during the webinar. Click on that button now.
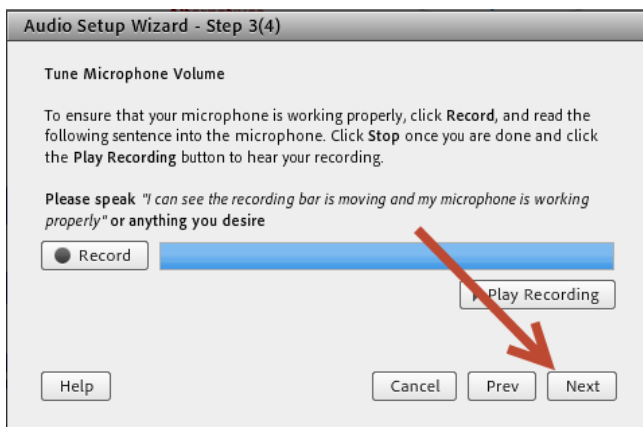
The "Record" button will change and you should now read the line of text that is listed on the window. The bar will turn blue and when you are done, click on the "Stop" button.

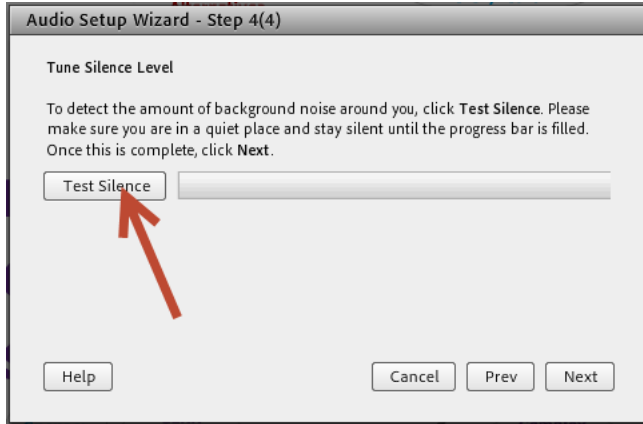To verify your microphone is working, click on the "Play Recording" button.

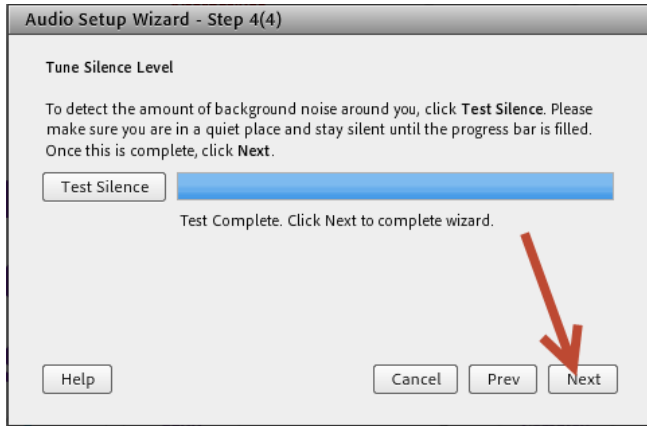Then click on the "Next" button to continue.

The last thing you want to do is click on the "Test Silence" button. Just remain quiet during this process and everything will work properly.

When that test is complete, your screen should look like this. Click "Next" to complete the process.

You will get a window stating "Audio Setup Successful!" Click "Finish" to complete the wizard.

The sound indicator showing in green, like the picture below, means that your speakers are set up and ready to hear the audio feed in the webinar.   If you are NOT going to be using a microphone and corresponding during the webinar only via chat, then you are all set up. If you are going to use a microphone, continue.
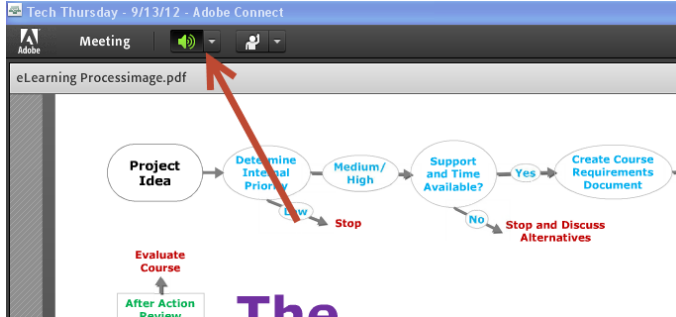
If the host of the meeting has set up your ability to use audio, your screen will probably look like the one below. The microphone is grayed out.


To activate your microphone, click on the button and it will turn green like the screen below. Your microphone is now live and your audio will be broadcast.

Most of the time, you will probably want your microphone muted. To do that, you can either click back on the green microphone button again (it works like a toggle switch), or you can click on the drop down arrow and then click on the "Mute My Microphone" link.
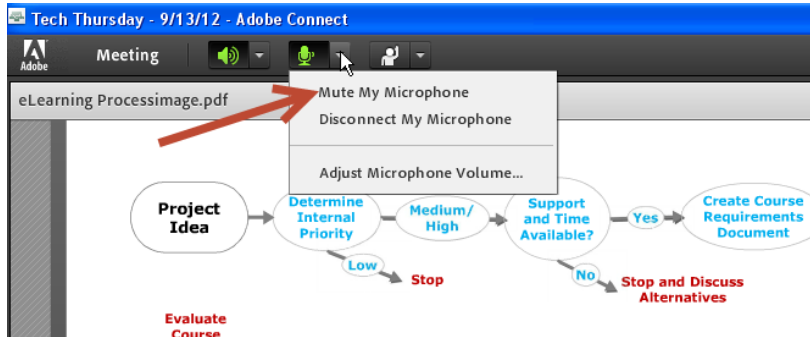
There are two ways to verify you are muted. Your green microphone will now have a green slash through it, and in the Attendee pod, there will be a red slash through your microphone there.
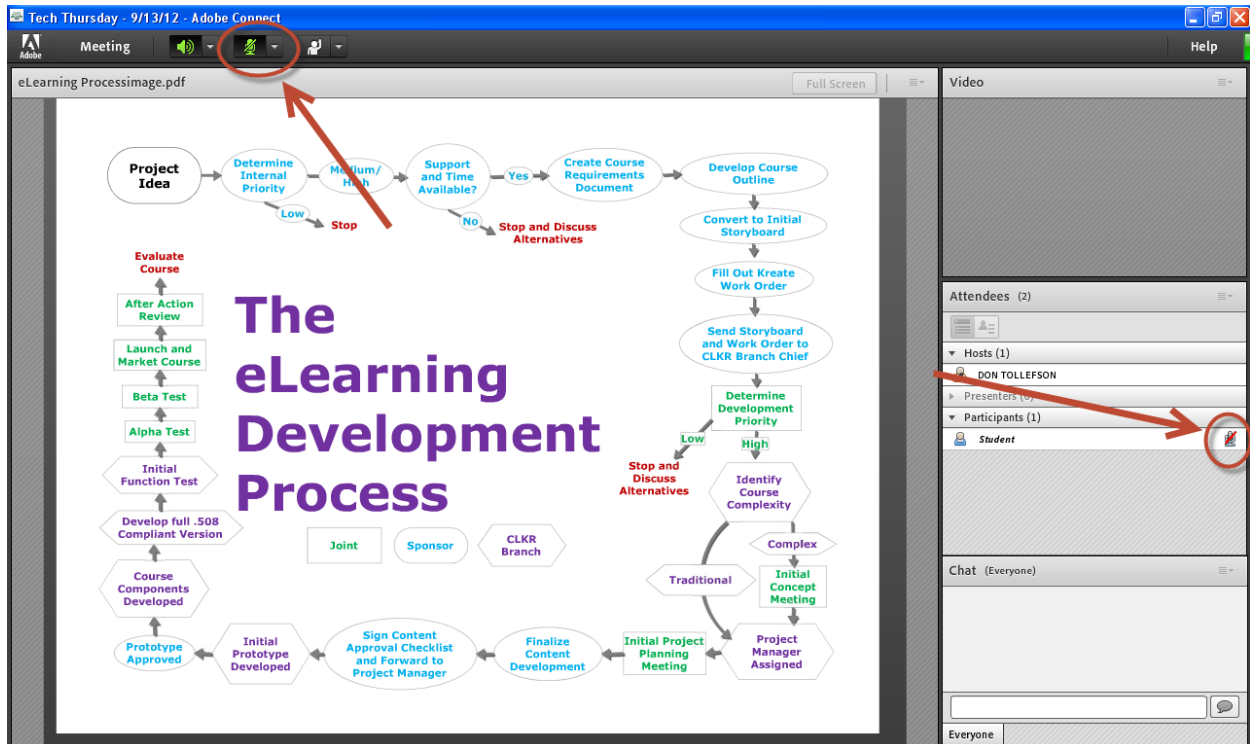
That's it. If you've completed these steps, you should be good to go. Enjoy your webinar.