



## Webinars

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### Preparing for your webinar

To make sure that you are ready for your webinar, take some time prior to the event to check these settings (note: ensure that you are carrying out the checks on the equipment you will be using on the day, and in the same location).

#### Your computer

The link below will automatically check your connection and software for joining the webinar.

[https://collegedevelopmentnetwork.adobeconnect.com/common/help/en/support/meeting\\_test.htm](https://collegedevelopmentnetwork.adobeconnect.com/common/help/en/support/meeting_test.htm)

The test should start automatically. As a participant you do not need the add-in (at Step 4) installed – it is recommended, but not required.

Adobe Connect supports almost all operating systems including Windows, Macintosh, Linux and Solaris, as well as the most widely used browsers including Internet Explorer, Firefox, Safari and Chrome.

#### Other equipment

**Headset:** You may be able to listen through your computer's speakers, but a good quality headset is recommended (USB if possible).

You might want to ensure that your headset has a microphone as there may be the opportunity to join discussions. This will depend on the type of webinar you are attending.

**Webcams:** Normally just the presenters will be on screen, but you may wish to also connect a webcam, again in case there is the opportunity to share this with other participants.

Note: if you have a webcam attached, please ensure that the **webcam audio is off** to avoid any feedback.

#### Setting audio levels

On the day of the webinar you will be able to enter the event around 15 minutes before the start time, and can check that your audio is working, and set your audio levels.

You may also be able to test your headphones using your computer's built in audio check.