



SEVP Webinar Series Participants Adobe Connect Quickstart Guide

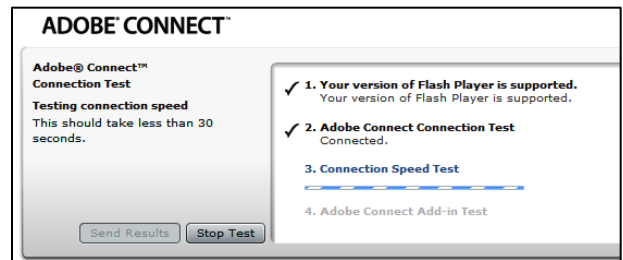
The Student and Exchange Visitor Program (SEVP) uses the Adobe Connect virtual meeting system to conduct the SEVP Webinar Series. Adobe Connect provides a “webinar” capability for multiple attendees to view a presentation from any location simultaneously. Attendees are encouraged to read this brief Quickstart Guide prior to the start of the webinar. This guide provides useful information for ensuring system compatibility, logging in and actively participating during the webinar.

Ensure Compatibility with Adobe Connect and Download Free Add-In Software

We recommend that you test your computer’s compatibility with Adobe Connect prior to the webinar. You can perform a test by going to the following website:

http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm

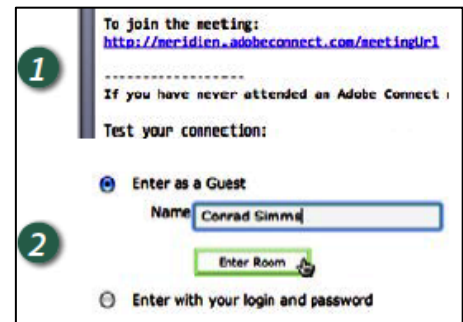
The Connection Test will determine whether your computer possesses the needed system requirements (shown to the right). The fourth step of the test will check whether you have installed the Adobe Connect add-in required to attend the webinar. If not, Adobe Connect will automatically re-direct to its [website](#) to download the free software.



Webinar audio will stream through your computer. Verify that your computer speakers are on and your volume is at an audible level.

Logging into Adobe Connect

1. The link to the webinar will be available on Study in the States prior to the webinar. When it is close to the webinar start time, click on the URL or enter the URL into your web browser.
2. Choose **Enter as a Guest**, enter your or your organization’s name and click **Enter Room**. You do not need a login or password for the SEVP Webinar series. Adobe will place you in a waiting room until the start of the webinar.
3. When the webinar begins, the virtual meeting room will open. Your webinar hosts will provide you with any additional instructions.

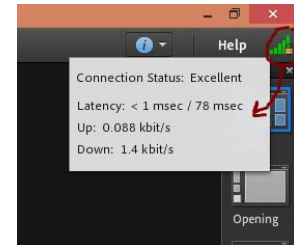




SEVP Webinar Series Participants Adobe Connect Quickstart Guide

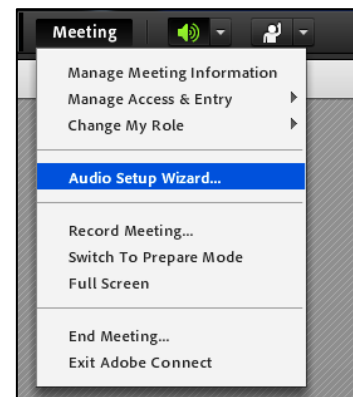
Testing Bandwidth

Once in the webinar, users can verify that their connection speed is strong enough to stream SEVP webinars. In the upper right corner of the webinar room screen, viewers should see the connection status bars. If the connection status is not listed as “Good” or “Excellent,” users should log out of the webinar, and either log-in again, or use a different internet connection to access the webinar room.



Audio and Microphone Capabilities

Hosts control all audio during the webinar. Prior to the start of the webinar, verify that your computer speakers are on and your volume is at an audible level. If you experience audio difficulties, we recommend that you run the *Audio Setup Wizard* to detect any problems and optimize your viewing experience. To do this, select **Audio Setup Wizard** from the **Meeting** menu at the top of the screen (shown to the right).



Asking Questions

If the webinar is hosting a question-and-answer session, you will see a “Q&A” pod as part of the virtual meeting room (shown to the right). To submit a question, write in the text box at the bottom of the pod and press **Enter**. SEVP will review and answer questions as part of the webinar.

For more information or questions about the SEVP Webinar Series, email SEVPOutreach@ice.dhs.gov.

