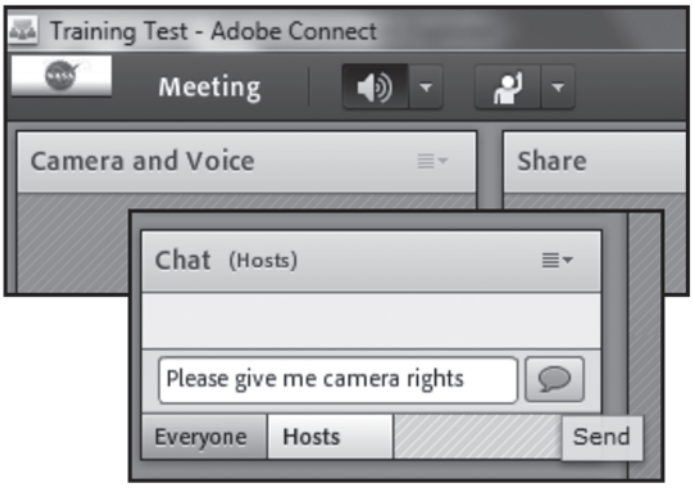
How to attach and use a camera in an Adobe Connect meeting

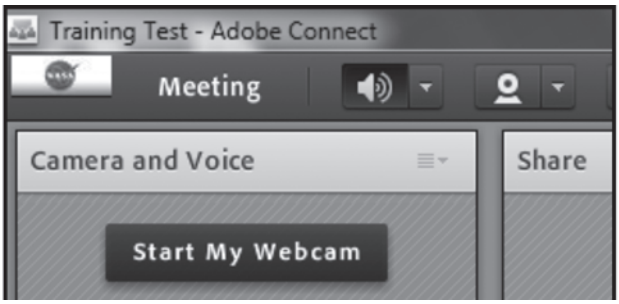
1 If you do not have an internal webcam on your computer, connect an external webcam before turning on your computer. Once the webcam is connected, turn on your computer and proceed as you would in joining an Adobe Connect meeting.

2 Once in the meeting, you should see the pod windows appear. If you have webcam rights, there will be a webcam icon in the top menu bar.

If there is no webcam icon, then ask the Host, through the Chat window, for Webcam rights.



3 Once rights are given, you will see the **"Start My Webcam"** button in the Camera and Voice Pod.



4 If you have multiple cameras, use the menu selection in the upper right corner of the Camera and Voice Pod to **"Select Camera"**.

A popup window will appear allowing you to select your camera from a dropdown list. After doing so, click on the **"Close"** button.

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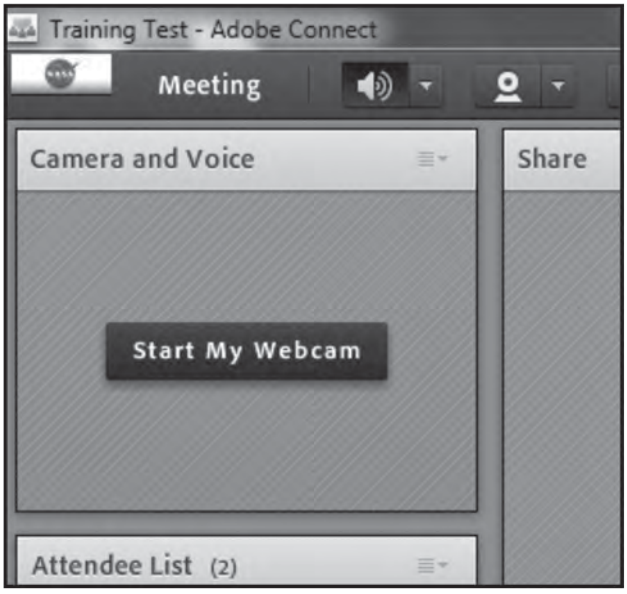
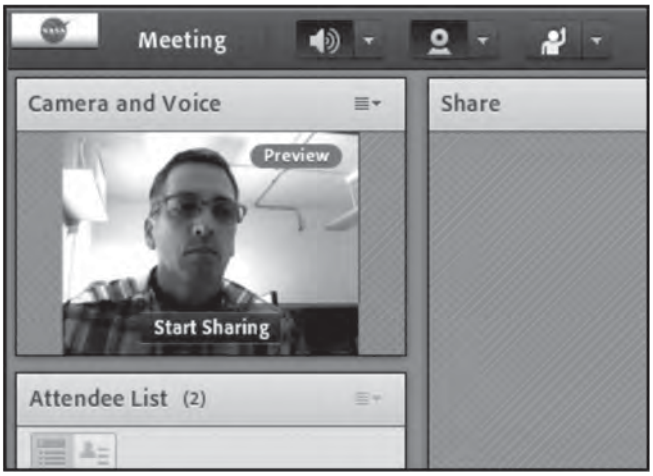
5 Once your camera is properly selected, you may click the **"Start My Webcam"** button.



6 A popup window may appear asking for access to your camera and microphone. Select **"Allow"**.

7 A preview of your camera will appear allowing you to confirm the signal you will broadcast to the rest of the meeting participants. Click the **"Start Sharing"** button to begin broadcasting you camera view.



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