In order to participate in the discussion through Adobe Connect without having to dial in follow these steps:

1) You'll see a button that has a figure of a telephone on it



You'll see it's the 3<sup>rd</sup> button from the right.

- 2) When you press on the arrow on the right of the button you'll see a menu pop out of the bottom. Click to select "Connect my Audio"
- 3) You'll be presented with the following window. Select "Using Computer":

om Audio Conference	
How would you like to join the meeting's audio cor	nference?
Dial-out [Receive a call from the meeting]	
<ul> <li>Dial-in to the Audio Conference via Phone</li> </ul>	
Location: Refer to your invitation	
O Using Computer	
0	
	Cancel

The window will shrink down. Push the "Join" button

4) After pressing "Join" Adobe Connect will prompt you to approve access to the audio resources on your computer:



Press allow if you wish to speak into your computers microphone to participate in the discussion.

5) You may toggle whether or not your microphone is muted by pressing on the button

