

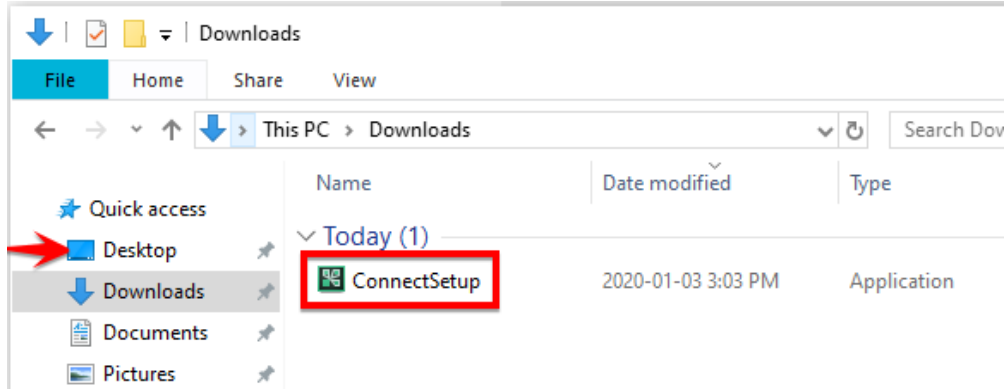
How to Join in Universal Health Coverage (UHC) Online Course

Do the following:

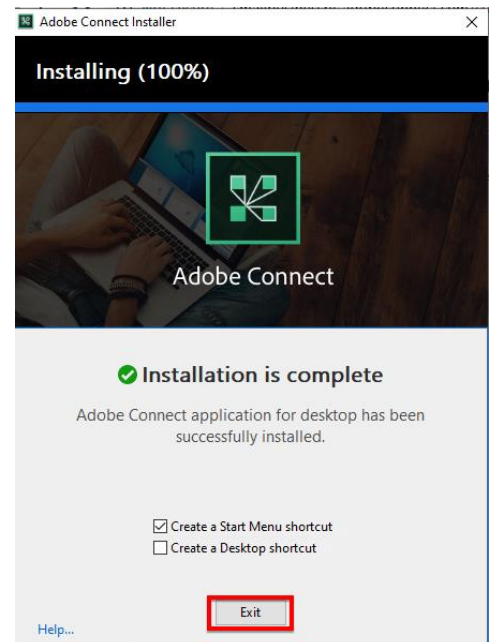
1. Download the Adobe Connect Add-in (<https://npmcweb.tbzmed.ac.ir>)
2. Save the file when prompted; by default, it's saved the Downloads folder



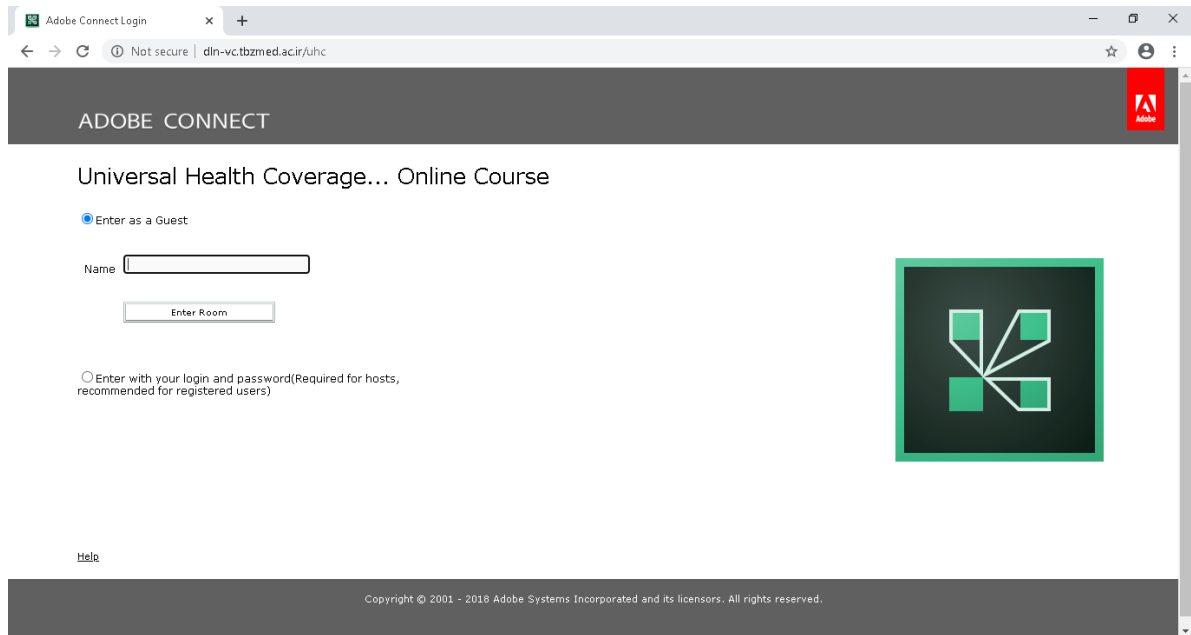
3. Open the Downloads folder and open filename ConnectSetup to launch the installer



4. Follow the installer prompts to install the Add-In
5. Once installation is 100% complete, click exit.
6. Relaunch session by clicking the live Course link <http://dlm-vc.tbzmed.ac.ir/uhc> sent to your email and select to “Open in Application”



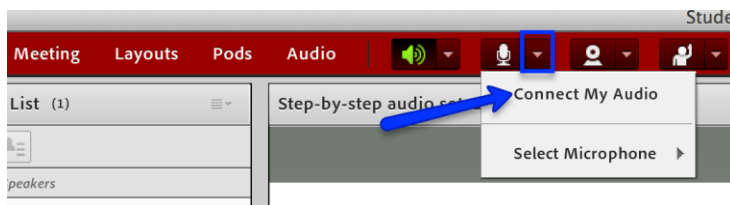
7. Enter the room by clicking the URL you have received in the email. As a participant you choose the option of logging in as Guest unless notified otherwise by your instructor:



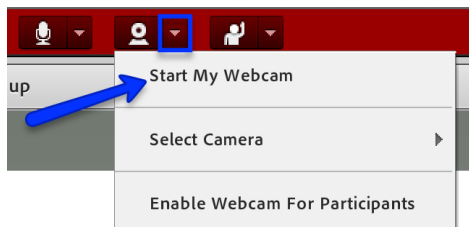
8. Once your instructor enables microphone and video for all participants you will be able to see additional icons for microphone and video:



9. Click on the drop down arrow next to the microphone icon, click Connect My Audio:



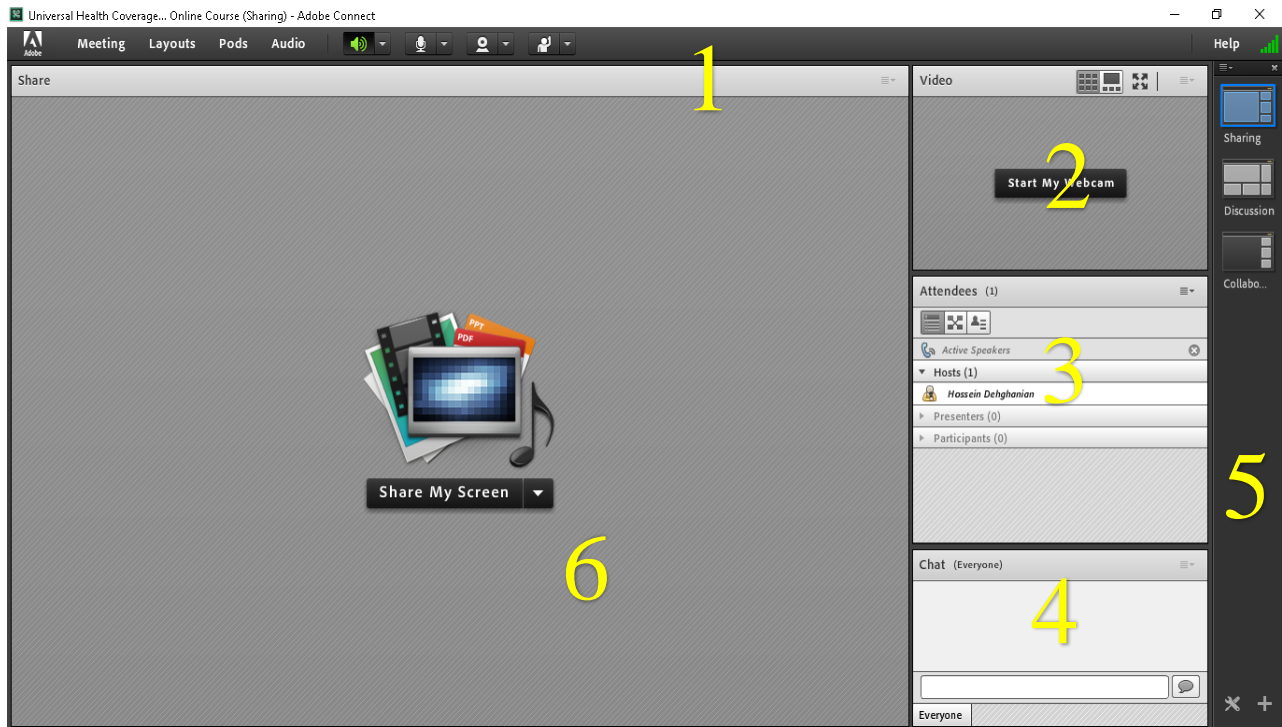
10. Do the same for video:



11. Once your audio and video is set up correctly the icons will become green:



12. The default Adobe Connect meeting screen will look like this. The screen can be divided into 5 main sections:



1 – Audio Video Tools. This is where you can turn on or off some of the audio visual tools used in Connect. For instance you can enable or disable your webcam, microphone, and speakers. You can also change your status (for instance to raise your hand).

2 – Webcam pod. This is where you will see any webcams which are being shared in the meeting. Note that to share your webcam you will need to click on both 'Start My Webcam' and 'Start Sharing'.

3 – Attendee Pod. This pod allows you to see who else is in the meeting, and also allows you to manage attendees (for instance promoting users to presenters, or changing enhanced rights so that users can use tools such as the whiteboard).

4 – Chat Pod. This pod can be used to chat with other users in the meeting. You can either send chat messages to everyone in the meeting (default) or you can use the drop down box to select individual users to send a message to.

5 – Layout Options Pod. If you are a host, this area will allow you to change between the three default meeting layouts. You can choose between 'Sharing', 'Discussion', and 'Collaboration'. You can also add additional layouts if you wish.

6 – Share Pod. This is the dominant pod in this particular layout. This is where you can share documents and other materials. There are a number of options for sharing, allowing you to share your computer screen, a specific document, or a collaborative whiteboard area.