The first time you use Adobe Connect on a pc, you should run the Audio Setup Wizard. This can be found under “Meeting”.

Once you click on the Audio Setup Wizard, it should appear as below:

Click “Next”.

You will be asked to test your sound output. Click “Play Sound”. You should hear an audio greeting play.
If you do not, checks to make sure that your speakers/headphones are plugged in and that the audio on your pc is not muted.

Once you are able to hear the greeting, click “Next”.

Next, you will be asked to select your Microphone. “Select default device” will be set by default; however you may have other options available.

When you click “Next”, you will be given the option to test the device you have selected. If you find that it does not work, you may have to return to this screen to select another audio device, until you find one that works.
If the device you have selected is recording properly, you should see movement on the volume bar.

Once you have verified that it is recording properly, click “Next”.

You will be asked to test the silence level. Follow the instructions, and once you are done click “Next”.

Finally click “Finish”.

Note: You should run the Audio Setup Wizard the first time you use any computer with Adobe Connect. Once you have run it at least once, it is not necessary to run it again, unless you are troubleshooting an audio/microphone issue.