

## Configure Webcam Settings

### Concept

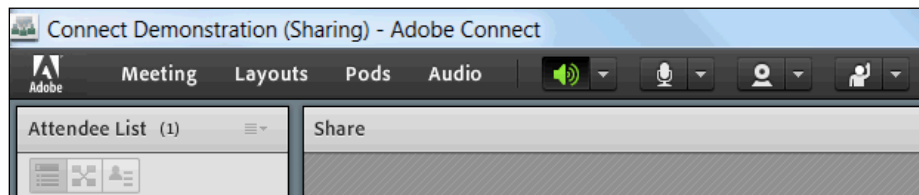
Hosts and presenters have the ability to use video in a meeting by utilizing a webcam or built-in camera. It is a best practice to configure your machine's video settings before the meeting starts. Participants can also be given rights by a host or presenter to use a webcam (see the topic called "Change Participants' Roles and Rights").




This topic explains how to select a webcam and configure the video settings in Adobe Connect for optimal performance in a meeting.

### Procedure

Use these directions to select a webcam and configure its settings in Adobe Connect.

Begin by logging into *connect.case.edu* with your CWRU Network ID and password, and opening a meeting for which you are a host. See the topic called *Opening a Meeting* for directions.



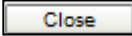

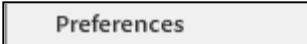
Step	Action
1.	Click the <b>Webcam</b> button. 
2.	The Camera and Voice pod appears. Click the <b>Pod Options</b> button. 
3.	A Flash Player permission request may appear. If it does, click the Allow button.
4.	Click the <b>Camera</b> list item. 

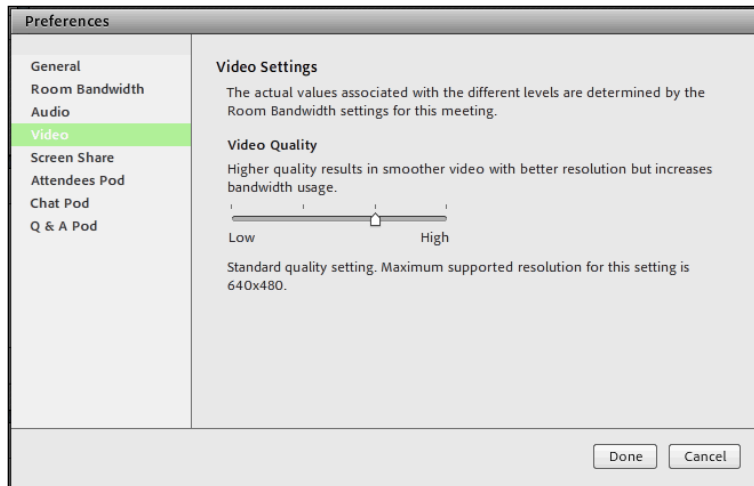
The Flash player settings can also be accessed by right-clicking anywhere inside the meeting screen and clicking Settings.

## Information Technology Services Reference Guide

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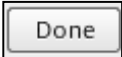



Step	Action
5.	The Adobe Flash Player Settings window appears.  Confirm that your webcam is displayed in the Camera field, or select the appropriate camera from the list.
6.	Click the <b>Close</b> button. 
7.	Click the <b>Pod Options</b> button. 
8.	Click the <b>Preferences</b> list item. 

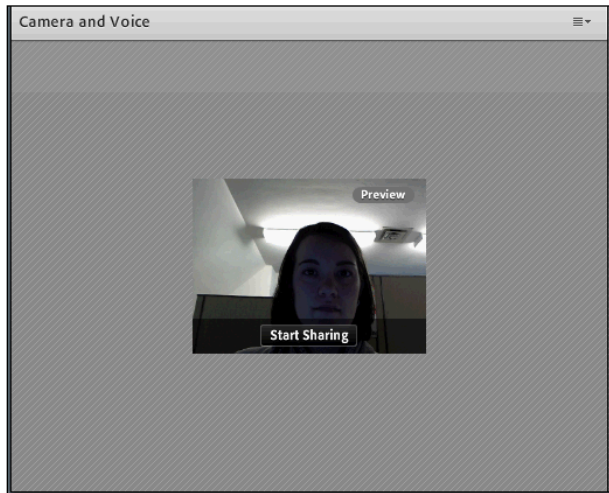


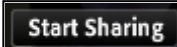
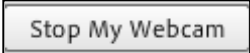
Step	Action
9.	The Preferences window appears. The Video Settings page displays. The Video Quality setting is set at the appropriate level for the bandwidth allotted to the meeting room; however, it can be changed as desired to decrease or increase speed and/or video quality. Release the mouse button.

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Step	Action
10.	Click the <b>Done</b> button. 
11.	When you are ready to use the webcam, click the <b>Start My Webcam</b> button. 
12.	A Flash Player permission request may appear. If it does, click the Allow button.

The Flash player settings can also be accessed by right-clicking anywhere inside the meeting screen and clicking Settings.



Step	Action
13.	A small preview of your image appears in the Camera and Voice pod. Click the <b>Start Sharing</b> button to begin sharing your webcam video with the rest of the meeting room. 
14.	Click the <b>Stop My Webcam</b> button to stop the broadcast of your webcam video to the rest of the meeting room. 
15.	This completes the process of configuring the video settings for a meeting. <b>End of Procedure.</b>