

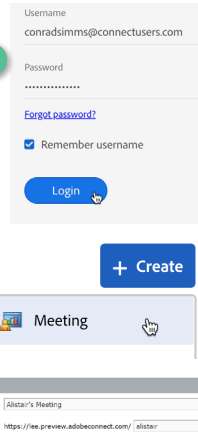
# Adobe Connect

## Visual Quickstart Guide for Hosts and Presenters

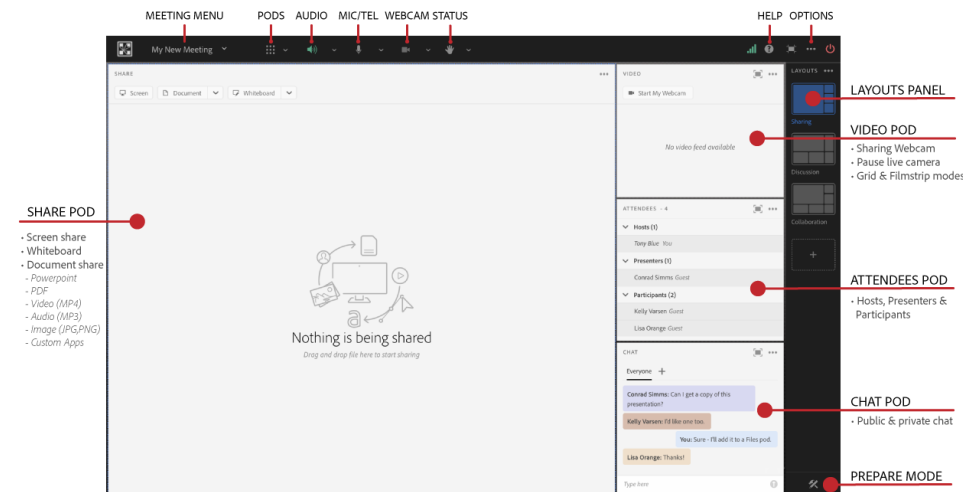


### Create and Access Your Meeting

1. Navigate to to your account URL in your favorite web browser.
2. Login with your Adobe Connect username and password. If you don't know your password, click the **Forgot password?** link.
3. Once authenticated, you are taken to the Adobe Connect Central homepage. Click the **Create New Meeting** button to begin the Meeting Wizard.
4. Enter a meeting name and an easy to remember custom URL such as your first name or username.
5. Optionally, fill in the additional fields and click Finish. Your meeting room has been created.
6. Enter your meeting room by clicking on the meeting room URL on the confirmation page or by typing the URL in your web browser.

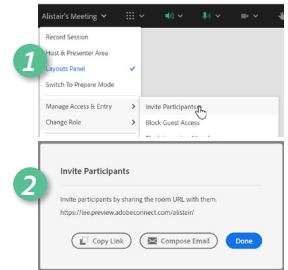


**Tip:** The meeting room you have just created is always available at the URL you specified. It is a good idea to set a browser bookmark to your room for quick and easy access.



### Inviting Attendees

1. You can easily invite attendees to your meeting by sharing the meeting URL in an email, meeting invitation, chat message, or even verbally over the phone. From within a meeting, you can invite attendees by selecting **Meeting > Manage Access & Entry > Invite Participants**. This will enable you to copy the URL to your clipboard or compose an email.
2. The Invite Participants dialog enables you to copy the URL to your clipboard or compose an email.



### Managing Attendees

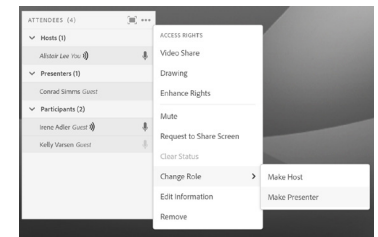
1. Meeting attendees fall into three roles:

**Host:** Organizes and facilitates the meeting

**Presenter:** Assists in meeting facilitation, presenting content, sharing their screen.

**Participant:** Largely a spectator in the meeting who can chat, respond to polls, and change their status.

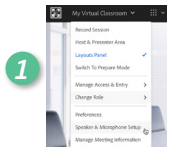
2. There are two easy ways to change any participants role. Hovering over a participants name will bring up a hover menu with several options including the ability to choose a role for the individual. The hover menu can also be used to mute a user, change their name in the Attendees pod, grant additional rights, and request a screen share.



Additionally, the Attendees pod supports drag & drop functionality. Click and drag users from one role to another.

### Using Voice-over-IP (VoIP) for Audio

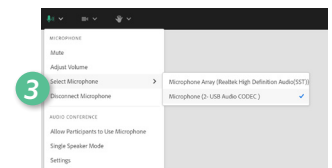
1. Voice-over-IP allows you to communicate with meeting attendees using your computers microphone and speakers. If you intend to use this feature, it is recommended that you first run through the Audio Setup Wizard. To do this, begin by selecting **Meeting > Audio Setup Wizard...**



2. To begin using VOIP, locate the microphone button near the top of the application. Click the button once to activate it. Clicking it again will mute you.

3. You can use the arrow beside the icon to mute your mic or adjust your volume. You can also select a different microphone if you have multiple audio input sources.

4. By default, participants don't have microphone rights. To enable participants to use their microphones, open the microphone menu and select **Allow Participants to Use Microphone**.



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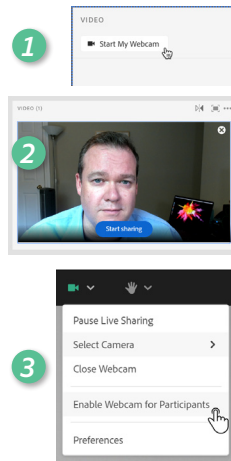
### Sharing Webcam Video

1. You can easily share webcam video with meeting attendees. To do this, make sure your webcam is plugged in and click either the webcam button or the **Start My Webcam** button on a video pod.
2. The webcam will give you a preview of what will be shared. If you are happy with the preview, you can click **Start Sharing** to broadcast your webcam to all participants.

The Video pod will accommodate multiple webcams and scale the images appropriately; you don't need to open a separate pod for each presenter.


To pause your webcam, hover your mouse over the video stream and click the pause button.

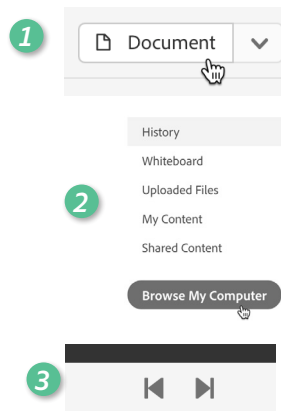
3. By default, participants can not share their webcam video. Use the video menu in the application bar to Enable Webcam for Participants. You can also select a different video source, pause or close your video stream, and open the video preferences to adjust the quality of your video.



**Tip:** The video pod has two different views. A **Grid View** shows all video streams as the same size in a grid. The **Filmstrip View** highlights one stream by making it larger and showing others in a strip below. Use the options menu to switch views.

### Sharing PowerPoint Content

1. Click the **Document** button on the Share pod.
2. Click **Browse My Computer** to select a file from your system. In the Browse dialog, locate the PowerPoint presentation you would like to share and click Open. The file is automatically uploaded and converted.
3. Once the file has been converted, it will appear in the share pod. Use the Next and Previous controls to navigate through your presentation.
4. Click the sidebar icon  to open up a sidebar only visible to hosts and presenters. Access your speaker notes and navigate to any slide using the sidebar.



**Tip:** You can also follow these steps to share other supported file types including PDF documents, image files (JPG or PNG), video files (MP4), audio files (MP3) and custom pods (ZIP).

### Sharing Your Screen

1. Click the **Screen** button on the Share pod.

2. In the Start Screen Sharing dialog, choose how you would like to share your screen.

**Desktop:** Share all applications on your desktop

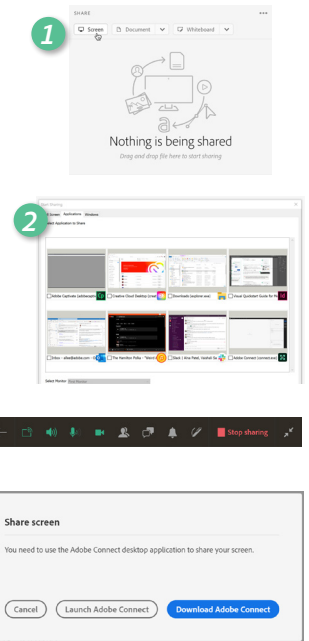
**Windows:** Choose specific, already open windows to share

**Applications:** Share one or more applications and all its related windows

After selecting your desired option, click **Share**

3. A mini-control bar will appear in the bottom left hand corner of your screen that only you can see. Use the mini-control to view chat message, control your webcam, monitor your screenshare, and more.

4. If you have never hosted an Adobe Connect meeting before, you will be prompted to install the Adobe Connect desktop application the first time you want to share your screen. Click **Download Adobe Connect** and follow the instructions.



### Using Layouts

Layouts are organized collections of pods. On each layout, you can control which pods are available, as well as the size and placement of those pods. Your room has three default layouts, but you can create additional layouts and delete the existing layouts.

1. Use the layout bar to change from one layout to another.
2. Click on the empty layout with a + symbol to add a new layout. You can rename a layout by double-clicking on its label. To delete a layout, hover over the thumbnail, and click the x icon.

**Tip:** Use layouts to design the flow of your meetings, trainings, and webinars. Create a separate layout for a lobby, introduction, sharing powerpoint, demo, polls, and closing.



### Learn More

You can find additional resources by visiting the Adobe Connect User Community at [www.connectusers.com](http://www.connectusers.com)