

Adobe Connect Web Conferencing

Before you begin...

Before reading this document, please review the following online demos and documents:

Review System Requirements

<http://www.adobe.com/products/acrobatconnectpro/systemreqs/>

Run Connection Test

https://admin.adobe.com/common/help/en/support/meeting_test.htm

Attend Your First Connect Pro Meeting

<http://seminars.adobe.acrobat.com/attendfirstmeeting/>

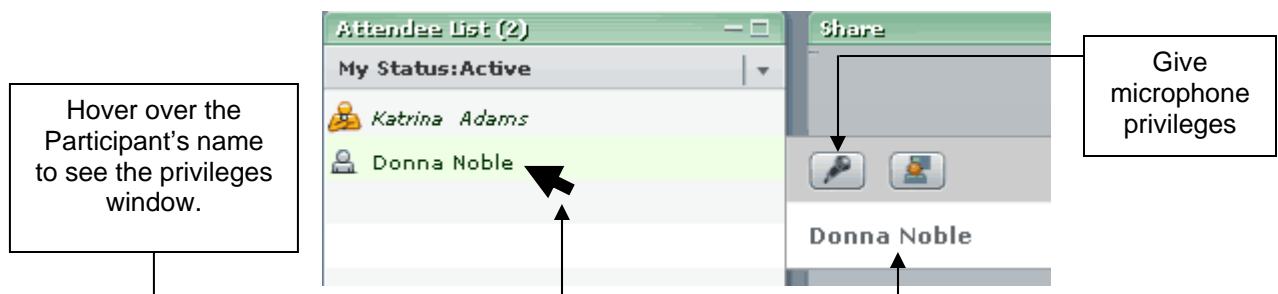
Sharing Content in Connect Pro

<http://seminars.adobe.acrobat.com/sharecontent/>

Explanation of different roles in Adobe Connect

- Host: A web conference user who is designated as a 'host' automatically has the following abilities upon entering the web conference room:
 - Microphone privileges
 - Share content (i.e. documents, applications)
 - Add/remove/rearrange the pods within the web conference room
 - Give/take away privileges to/from participants
 - Communicate via the 'chat' pod
- Participant: A web conference user who is designated as a 'participant' has the following abilities upon entering the web conference room:
 - View materials presented by the host
 - Communicate via the 'chat' pod

Please Note: Upon entering the web conference room, the Participant cannot use the audio chatting functionality until the Host gives him microphone privileges.



A web conference user can become a Host by one of two ways:

- When a team leader requests a team meeting or when a professor requests a class meeting, a Host account and password is created and is sent to that user, and this account information is used to log into the room.

Team Room 1

Enter as a Guest

Enter with your login and password

Login:

Password:

[Forgot your password?](#)

- A Participant signs into the room using the guest login page, and an existing Host assigns Host privileges.

Use the guest login screen to enter the room

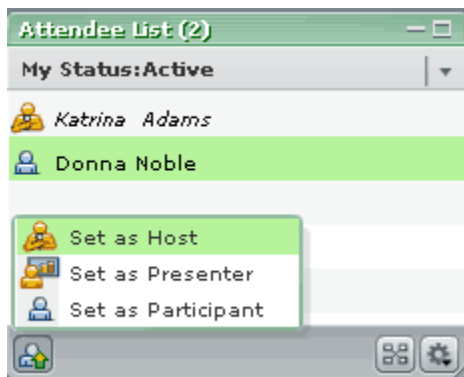
Team Room 1

Enter as a Guest

Type your name:

Enter with your login and password

Host assigns Host privileges



Host assigns Host privileges to web conference user:

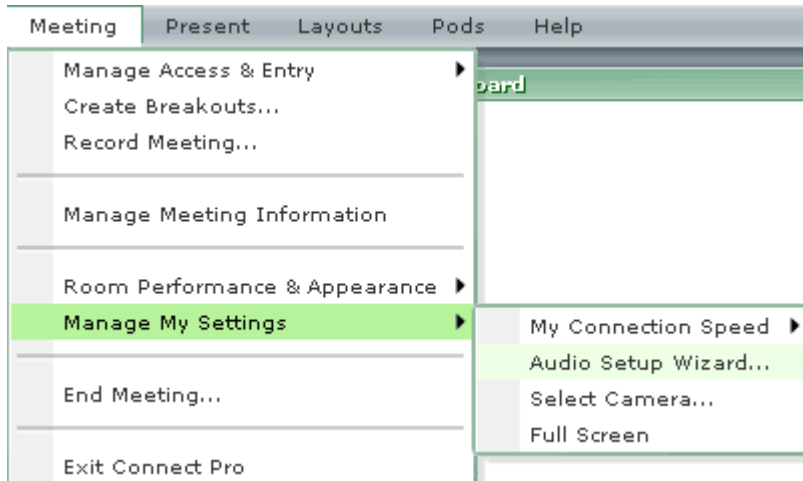
1. User logs into the room using the guest login screen and becomes room Participant.
2. Host selects user from the attendee list and sets the user as a Host.

Items for all users (Hosts and Participants) to remember:

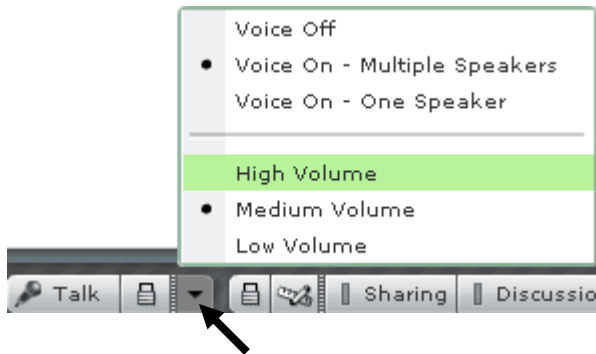
- Hosts and Participants (once given microphone privileges) can participate in audio chat by pushing and holding down the 'Hold to Talk' button in order to speak with the rest of the conference attendees. Or, you can press the 'Hands-free' button to keep your microphone live. (Remember to un-click the 'Hands-free' button when you are done talking.)



- Before the conference begins, all users should go through the Audio Setup Wizard to adjust their own microphone and speaker levels. To access this wizard, go to Meeting >> Manage My Settings >> Audio Setup Wizard.

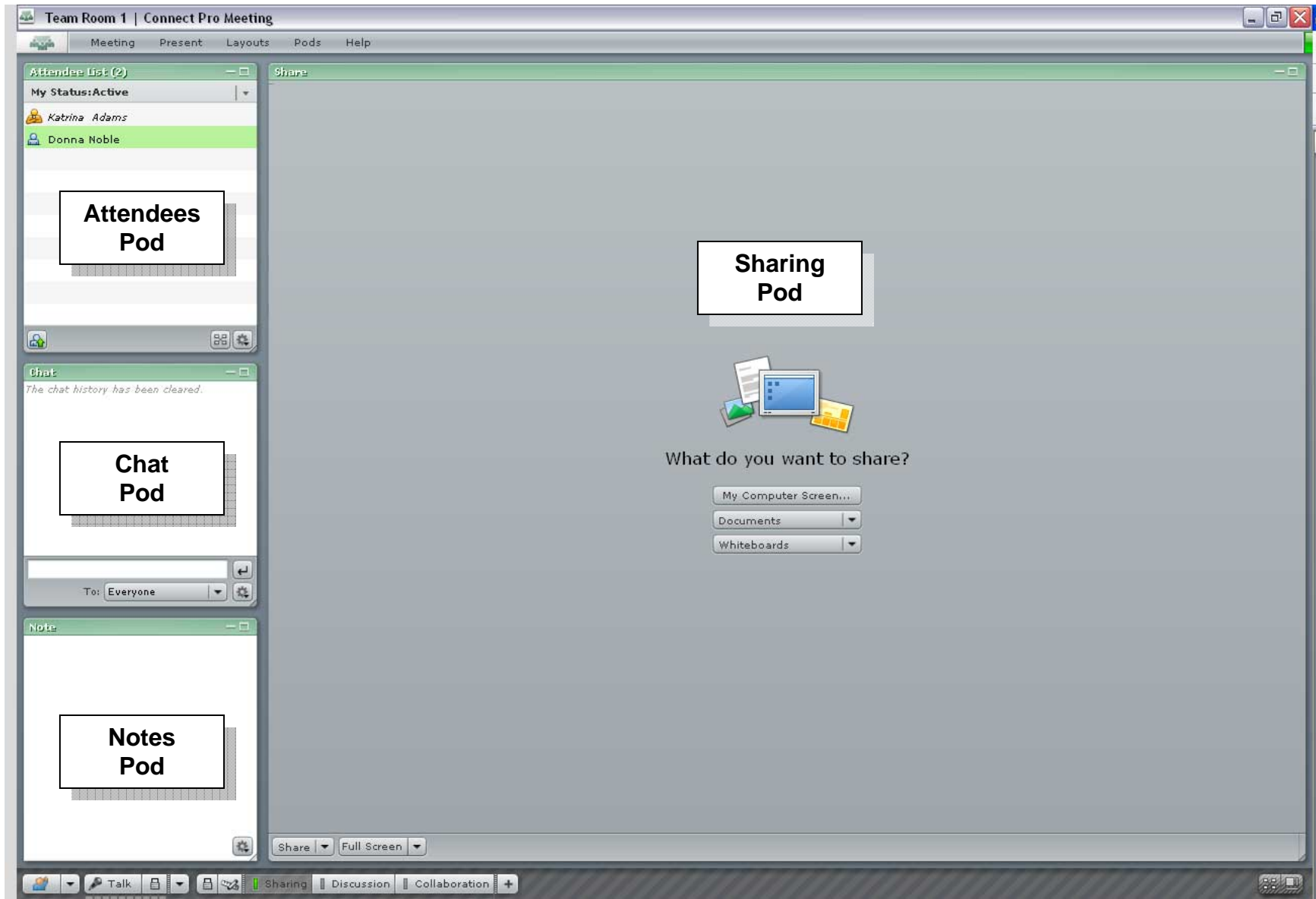


- If other conference attendees comment that your microphone level is too low or that you are hard to understand, click on the 'Voice Options' button, and choose "High Volume".

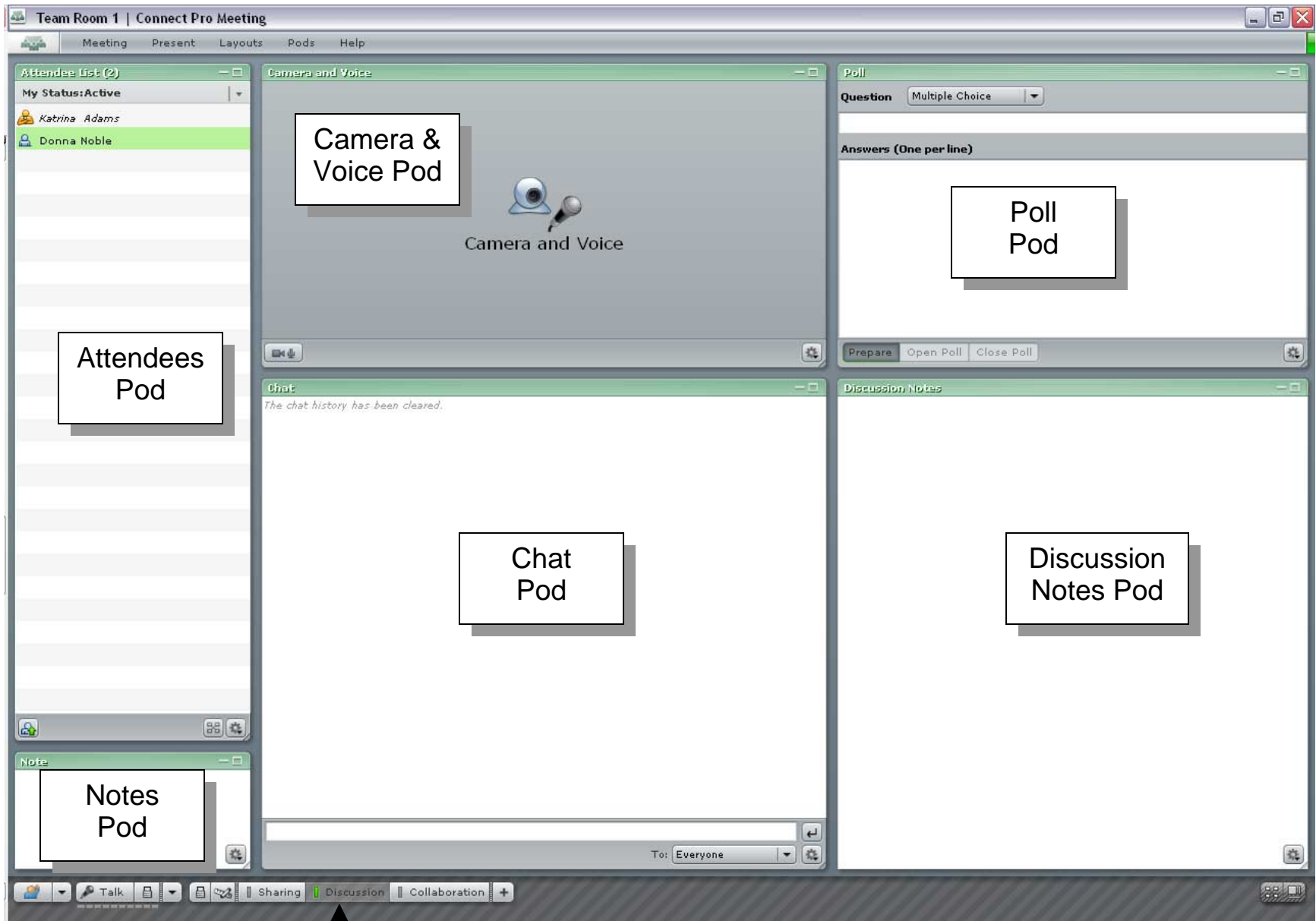


Host View

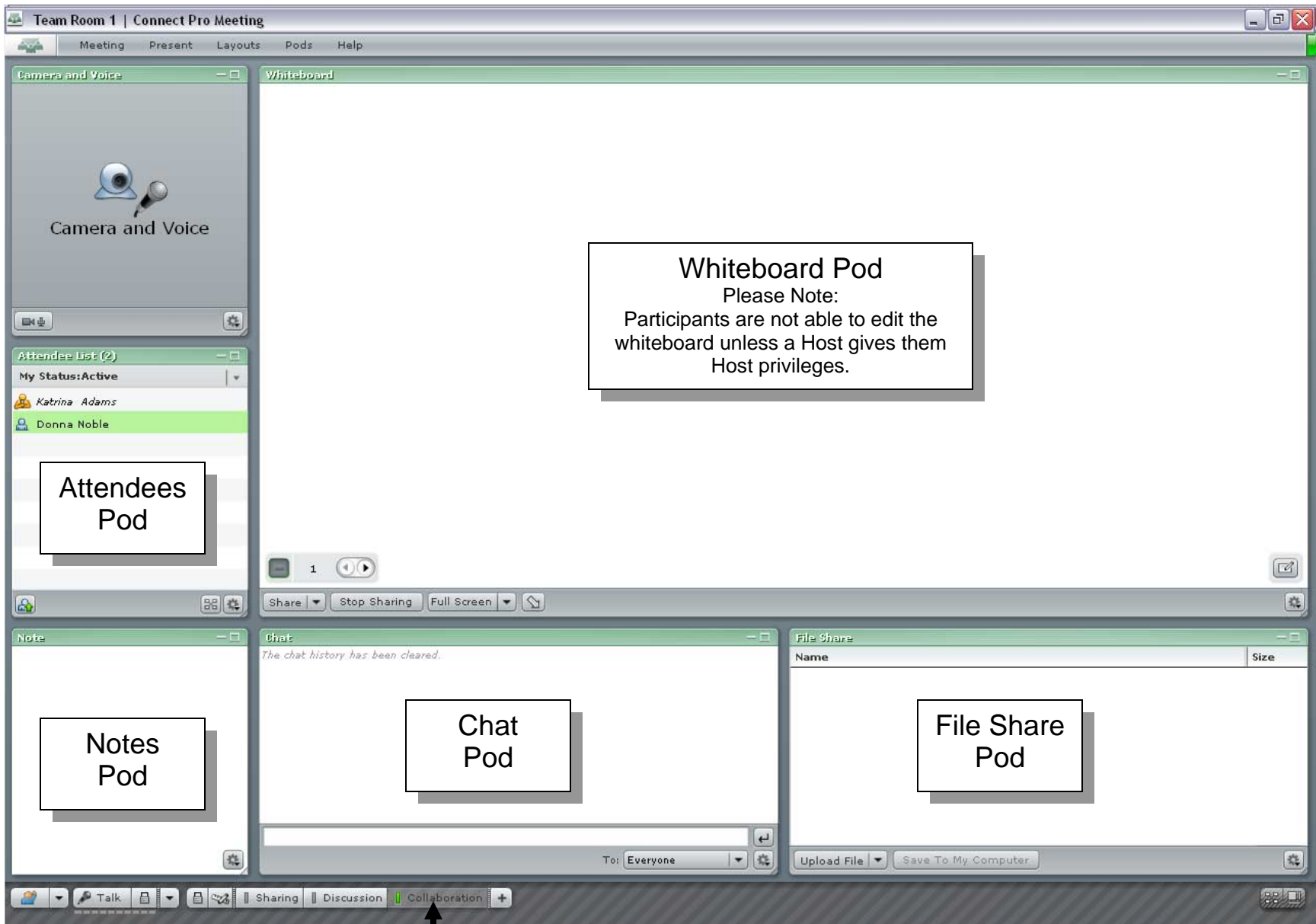
The information on the following pages describes functionality that applies to Hosts. Participants do not have access to modify these layouts and tools.



Sharing Layout



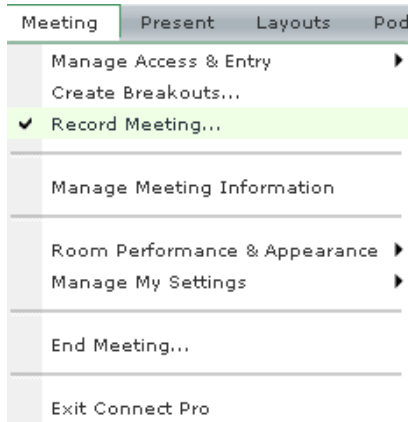
Discussion Layout



Collaboration Layout

Things for the Host to remember:

- To record a conference, the host *must* select 'Meeting' from the menu, and choose 'Record Meeting'.



Once the conference has ended, the host can end the recording by clicking the red 'Record' button in the upper-right corner of the screen, and choose "Stop Recording".

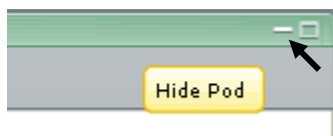


VERY IMPORTANT
If the Host does not begin the recording, the conference WILL NOT be recorded.

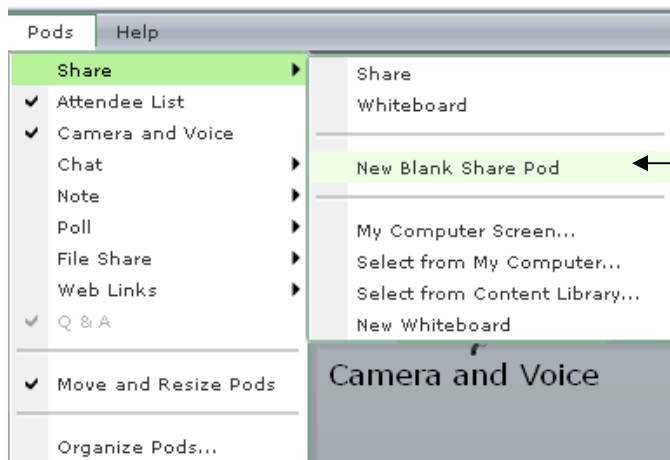
- Push and hold down the 'Hold to Talk' button in order to speak with the rest of the conference attendees. Or, you can press the 'Hands-free' button to stay in keep your microphone live. (Remember to un-click the 'Hands-free' button when you are done talking.)



- You can hide a pod at any time by clicking the 'Hide Pod' button (located in the upper-right corner of that pod) at any time.





- You can add a pod to your layout at any time by going selecting 'Pods' from the menu, and choose the pod you wish to share. It will then appear in your layout, and you can click and drag it to where you want it to be located.



Notice that if you previously hid your sharing pod, you can add a new blank sharing pod by selecting this item.

- Any time you add/hide/move a pod, all conference participants see that change immediately.
- Any text typed into the Notes pod can be seen by all other users.
- When you have finished a conference, be sure to clear all of your pods of any content. If you do not do this, the next team/class to use that room will be able to access all of this information.

To clear the information, use the 'Pod Options' button  to clear the pod content. Or use the 'Hide' button  to close any shared content.

If you are sharing content (i.e. a document, presentation, or your screen), remember to hide the pod or click the 'Stop Sharing' button at the bottom of the pod.

Additional Host Information

Quick Start Guide

http://www.adobe.com/support/documentation/en/acrobatconnectpro/quick_start/index.html

Breakout Rooms

<http://seminars.adobe.acrobat.com/breakoutroomintro/>