Adobe Connect – Quick Start Guide

Adobe Connect is a wonderful tool for synchronous online meetings. You have the ability to show PowerPoint presentations, distribute documents (PDF), share your desktop, and more. If you are interested in presenting online in a synchronous environment, Adobe Connect is the tool to use. In this guide you will learn how to do many of the functions of Adobe Connect.

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The items you need to host a meeting in Adobe Connect

1. **A computer**
   a. **PC requirements**: 1.4GHz Pentium 4 or faster for Windows XP or Windows 7. 2GHz Pentium 4 or faster for Windows Vista. 512MB of RAM (1GB RAM for Vista), Internet Explorer 6 or later, Firefox 3 or later, or Google Chrome. You will also need Adobe Flash Player 10.1 for all users.
   b. **Mac requirements**: 500MHz PowerPC or faster or 1.83GHz Intel Core Duo or faster processor. OS X 10.4, 10.5, 10.6 or 10.7. 512MB RAM (1GB recommended), Firefox 3 or later, Safari 4 or 5, or Google Chrome. You will also need Adobe Flash Player 10.1 for all users.
   c. **Linux Requirements**: Presenters/hosts: Ubuntu 10. Attendees: Ubuntu 10, Red Hat Enterprise Linux 4.x or 5.x; Novell SUSE 9.x or 10.x. Firefox 3 or later. You will also need Adobe Flash Player 10.1 for all users.

2. **Bandwidth**
   a. 256Kbps (512Kbps recommended) for participants and meeting attendees.
   b. DSL/cable (wired connection recommended) for presenters, administrators, trainers and hosts.

3. **Headset microphone** that includes at least one ear phone. (Optional, but recommended)

4. **Webcam**. (Optional, but recommended)

5. **A License for Adobe Connect**. Discuss this with your department head, or whoever is responsible for purchasing. Only the meeting host requires a license. The cost of a license is $150 per year if purchased in June. They are prorated if not purchased in June. Each license is attached to a specific email address. Licenses can be reassigned but cannot be shared. Send an email to Jared Campbell jared@fit.edu explaining your desire for a license and he will contact the appropriate people for you. After everything is complete you will be emailed a username and password.

Creating and accessing your meetings

2. Log in with your Adobe Connect username and password.
3. Once logged in, you are taken to Florida Institute of Technology’s Adobe Connect page. Click the **Meetings** button next to the right of where it says Create New:
4. Enter a meeting name and an easy to remember custom URL. Some options for this could be your first and last name, course code or some other URL of your choice.

![Meeting Information Table]

**Custom URL:**

http://fit1.adobeconnect.com/

(Leave this field blank for a system-generated URL, or include a unique URL path. Please use only alphanumeric characters or hyphens. For example: "product-demo" will result in http://fit1.adobeconnect.com/product-demo/)

5. As an option, you may include information in the Summary section that gives a brief summary of the meeting.

![Summary Section]

**Summary:**

(max length=4000 characters)

6. Select the level of access that your meeting requires. The default level is “Only registered users and accepted guests may enter the room.”

![Access Options]

- Only registered users may enter the room (guest access is blocked)
- Only registered users and accepted guests may enter the room
- Anyone who has the URL for the meeting can enter the room
7. Leave the Audio Conference Settings set on “Do not include any audio conference with this meeting.” If you require this feature, please contact the Adobe Connect administrator, jared@fit.edu.

Audio Conference Settings

- Do not include any audio conference with this meeting.
- Include audio conference details with this meeting.

Conference Number(s):
Moderator Code:
Participant Code:

8. Click **Next** at the bottom of the screen.

9. Enter your meeting room by clicking on the meeting room URL on the confirmation page or by typing the URL into your web browser.
Select Participants

1. Select meeting attendees from the Available Users and Groups list by clicking on the name and then clicking the **Add** button. Do this for each participant of your meeting. Guests may also join meetings as long as they have the URL of the meeting room and you have not blocked guest access.

2. Click **Next** when finished.

Send Invitations

1. You may choose to send invitations or to not send invitations. If you do choose to send invitations, you may select the attendees that you would like to send them to by clicking on the drop down menu in the **To** section.

2. Once finished with the options available, click the **Finish** button.
Meeting Information

1. On the Meeting Information screen you will find a brief summary of your session. If everything looks good, click **Enter Meeting Room** button.

   Access:
   
   **Only registered users and accepted guests may enter the room**

   ![Enter Meeting Room button](image)

Install Adobe Connect

1. If you have never hosted an Adobe Connect meeting before, you will be prompted to install the Adobe Connect Add-In. Click Install and follow the instructions.

![Adobe Connect Add-in](image)
What are Pods and Layouts?

Once you have entered the meeting room you will find the screen is divided into several areas. These areas are called pods. Each pod contains something different. If you click the Pods menu, you can see all of the different types of pods that are available.

Pods can be resized by clicking and dragging on their edges. If you would like to add a different pod, go to the Pod menu at the top of the screen and choose the pod that you would like to see. Once selected, you may need to resize your other pods in order for everything to fit.
On the right side of the screen you’ll find layout choices. The default layout is named Sharing. There are two other layouts available – Discussion and Collaboration. Each layout has different pods associated with them. You may create your own layout by going to Layouts > Create New Layout. For this tutorial we’ll be working with the Sharing Layout.

Sharing your screen Pod

1. If you aren’t already using the Sharing layout, select it from either the right side of the screen or from the Layouts menu.
2. In the center Pod, you’ll see a Share My Screen icon and drop down menu. From this menu, you’ll gain access to 4 options: Share My Screen, Share Document, Share Whiteboard, and Recently Shared.
3. Select one of the following options below to learn more about the choices of the sharing pod.
Option 1: Sharing your screen

1. Select the **Share My Screen** drop down menu in the **Share** pod and select **Share My Screen**.

![Screen Sharing Option Menu]

2. A dialog window will open where you will choose to share your desktop (Share all applications on the desktop), **windows** (choose an already open window to share), or **applications** (choose one or more applications and their windows). Click **Share** after making your selection.

![Start Screen Sharing Dialog]

3. Afterwards you will find an Adobe Connect icon in your system tray if you are using Windows or in the toolbar if you are using either Mac or Linux. If you would like to stop sharing or want to access certain available options, click on this icon.
4. When finished, click the **Stop Sharing** button at the top of the pod.

Option 2: Sharing a PowerPoint presentation

1. Select the **Share My Screen** drop down menu in the **Share** pod and select **Share Document**.

2. Click **Browse My Computer**, then navigate to and then click on the desired PowerPoint file. Click **Open**. The file is automatically uploaded and converted.
3. When it finishes converting, it will appear in the Share pod. This may take a minute or two. Use the Next and Previous controls at the bottom left of the sharing pod to navigate through your presentation.

4. When finished, click the **Stop Sharing** button at the top of the pod.

![Stop Sharing button in Share pod with Florida Institute of Technology logo](image)

5. In order to narrate the presentation, follow the instructions for using voice-over-IP for audio communications in the next section.

**Using voice-over-IP (VoIP) for audio communications**

1. To narrate your Adobe Connect session, you will need a microphone to connect to the computer you are using. This can be either a USB or a standard computer microphone.

2. After connecting your microphone, you will need to run through the Audio Setup Wizard. To do this, select **Meeting > Audio Setup Wizard**.

![Audio Setup Wizard menu with Florida Institute of Technology logo](image)
3. The Audio Setup Wizard tests your speakers, selects a microphone, and optimizes the audio. If you haven’t previously used Adobe Connect, you may see a Flash Player settings box asking for permission to use your camera and mic. Selecting **Remember** will skip this prompt in the future.

4. To begin using VoIP, locate the **Microphone** button near the top of the application. Click the button once to activate. If an Adobe Flash Player Settings box opens up, click **Allow**.

![Adobe Flash Player Settings](image)

**Option 3: Share Whiteboard**

1. Select **Share Whiteboard** to share a whiteboard workspace. You can sketch, add text, and move them around.

![Share Whiteboard](image)

2. When finished, click the **Stop Sharing** button at the top of the pod.
Sharing webcam video

1. If you would like to share your webcam video, be sure to have it plugged in and then click the **webcam button** or the **Start My Webcam** button on a Video Pod.

2. You will be shown a preview of what your webcam is showing. If its display is pleasing, you can click **Start Sharing** to share it with your attendees. If you have more than one webcam, the video pod will scale the videos appropriately and display each presenter’s webcam. You don’t need a separate video pod for each.

3. To adjust your webcam settings, click **Preferences** from the video pod options menu or select **Meeting > Preferences > Video**
4. If you would like to enable webcam for participants you must click on the **webcam button** and then select **Enable Webcam for Participants**. Once enabled, participants will be able to select **Start Sharing** on their video pod and their video should start broadcasting. All videos will be displayed in the video pod.

Managing attendees

1. There are three roles with which meeting attendees can be associated: host, presenter and participant. The Host has the ability to organize and facilitate the meeting and may also present. The presenter can perform the same duties as the Host but can’t organize the screen. A participant is a spectator who can view presentations, chat, respond to polls and change their status.

2. Presenters and hosts may change participant’s role as needed. For example, if you desire, a participant may present. Hosts and presenters may change participant’s roles by hovering over a participant’s name, which brings up several options.

3. The Attendees pod supports drag and drop functionality. A presenter or host may click and drag users from one role to another.
How to use Polling in Adobe Connect
Polls in Adobe Connect are a great way to track meeting attendee feedback. You will want to set up your polls ahead of time. Follow these instructions to do that:

1. From the Pods menu select **Poll then Add New Poll**. A poll pod will display.

2. From the *dropdown menu*, select either **Multiple Choice** or **Multiple Answers**. The difference between Multiple Choice and Multiple Answer is that in a Multiple Choice question you may only select one answer and a Multiple Answer question you may select many answers.
3. Type in your question in the question space.

4. Type in your answers in the Answer spaces. One answer per line. You do not have to tell Adobe Connect which of the answer is the correct one.

5. To rename the poll, double-click the title (should say something like Poll 2 or something like that) and then type in a new name.
6. You can hide the poll until you are ready to use it in the meeting. To do this click the pod options menu (upper right of poll box) and select Hide. Afterward, if you check the Pods menu and then Poll, you will see the poll’s name. Select the name of the poll and the poll will display again.

![Pod Option Menu]

7. To open the poll, once the poll box is displayed, click the open button. This will make the poll available to answer. Your Participants will be shown the poll and its answers.

![New name for poll]

8. As a presenter, you will see the answers being tallied. If you would like to broadcast the results, from the poll box, scroll to the bottom and click the check box next to where it displays Broadcast Results.
9. If you would like to see the results as percentages or as numbers or both, click the **pod options** menu and then select **Results Format** and make your selection.

10. You can see how each attendee voted by selecting the **pod options menu** and then selecting **View Votes**.

11. The poll you have created will stay with the meeting room. If you would like to clear the answers, select the **poll options menu** and then select **Clear All Answers**. You can then restart the poll by opening it again.
Attendee Status options
By selecting the **Attendee Status dropdown menu** you can motivate the host to answer your question, agree/disagree with the host, let them know that you have to step away and other options. Here is a table of Attendee Status options.

<table>
<thead>
<tr>
<th>Attendee status</th>
<th>Icon</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raise Hand</td>
<td>🙌</td>
<td>Remains displayed until attendee or host clears</td>
</tr>
<tr>
<td>Agree</td>
<td>🙌</td>
<td>Remains displayed until attendee or host clears</td>
</tr>
<tr>
<td>Disagree</td>
<td>🙅</td>
<td>Remains displayed until attendee or host clears</td>
</tr>
<tr>
<td>Step Away</td>
<td>🙄</td>
<td>Remains displayed until attendee clears</td>
</tr>
<tr>
<td>Speak Louder</td>
<td>🎤</td>
<td>10 seconds</td>
</tr>
<tr>
<td>Speak Softer</td>
<td>🎤</td>
<td>10 seconds</td>
</tr>
<tr>
<td>Speed Up</td>
<td>🐢</td>
<td>10 seconds</td>
</tr>
<tr>
<td>Slow Down</td>
<td>🐢</td>
<td>10 seconds</td>
</tr>
<tr>
<td>Laughter</td>
<td>😊</td>
<td>10 seconds</td>
</tr>
<tr>
<td>Applause</td>
<td>🎉</td>
<td>10 seconds</td>
</tr>
</tbody>
</table>

Just simply click the Attendee Status menu and select the option that you’d like. This works for both participants and hosts.
Using a Q&A pod

Q&A pods allow you to receive questions from your participants so you can answer them at a later time during the online meeting. In order to use a Q&A pod, follow these steps:

1. From the Pods menu select Q & A. Then drag the Q&A pod to the location of your choice.

2. To change the name of the Q & A pod double-click on the title and type in the name that you would like it to be.

3. If you choose to use the Q&A pod, instruct your participants to ask their questions there.

4. You will see their questions as they are added by participants or hosts.

5. You can select that you would like to see all questions, open questions only, answered questions only, only questions asked by you by selecting the dropdown menu titled Show all questions.
6. When you click on the **question**, you have the ability to assign it to any host or participant by selecting their name from the **Assign To** dropdown menu.

![Assign To dropdown menu with options None and Jared Campbell]

7. In the space at the bottom of the pod you may answer the question. The two buttons on the bottom right allow you to answer the person directly or answer the question so that the entire group can see.

8. In order to delete the question simply click the **Delete button**.

9. By selecting the option menu you can see many different options available to you.

![Option menu with Hide, Maximize, Show Questions, Change View, Export Q&A Log, Clear All Questions, Move Presenter View To POA, Preferences, Help]

10. By clicking **Show Questions**, you can show all questions, open questions, answered questions, or your own questions.

11. By selecting the **Change View** item you can toggle between Presenter and Participant view. This can also be done by selecting the **Presenter or Participant button** at the top of the pod.

12. Exporting the Q&A log is done by selecting **Export Q&A Log** and then selecting **Email Q&A...** then entering the email address(s) of the person(s) you would like to send the log to. After entering their addresses click the **Send** button.
Recording a Meeting

To record a meeting:

1. Click the Meeting menu.
2. Click the Record Meeting option. You will be asked to name your recording and enter in summary information. This could be the date and topic of the meeting. Click Ok when finished. Your meeting will be recorded.

To stop recording a meeting:

1. Click the red button in the upper right corner of the meeting environment. A message informs you that the meeting is being recorded.
2. Click the Stop Recording link below the message. The recording stops.
To access and share a recorded meeting if you have a license to Adobe Connect in your name:
1. Log into your Adobe Connect account.
2. Click the Meetings menu.
3. Click My Meetings.
4. Click the name of the meeting you recorded.
5. Click the Recordings link.
6. If you wish to make the recording public, select the check box of the recording and then click the Make Public button.
7. Click the link of the recording you wish to view. A meeting information page is displayed.
8. The URL for Viewing is the URL that you will post in ANGEL or wherever you post information for students so that they can watch the recorded meeting. If you click the URL for Viewing, your recording will be displayed.

To obtain the URL of the recording if you do not have a license to Adobe Connect in your name:
1. Email jared@fit.edu with the email address of the licensed person explaining that you would like to access the recording.
2. Include the date, time, and URL of the meeting room.
3. Wait patiently for the URL in a reply email.
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Steps for Adobe Connect Success
2. Click the green Open button next to the meeting room you wish to enter.
3. Run the Audio Setup Wizard by going to Meeting > Audio Setup Wizard.
4. Click the microphone icon at the top of the screen so that it turns green. This means the microphone is working.
5. Enable your participant’s microphones by clicking Audio > Microphone Rights For Participants.
6. Start your webcam by clicking the Start My Webcam button and then click the button on the preview screen in order to share your camera’s view with the participants.
7. Start recording your meeting by clicking Meeting > Record Meeting...
8. Name your recording something memorable and logical. One example could be Week 7.
9. You will know that you are recording if there is a red circle in the menu bar in the upper right of the Adobe Connect screen.
10. Share your desktop by clicking the Share My Screen button.
12. If you are going to use the doc cam during your presentation press the ESC key and then follow the doc cam instructions.
13. Resume your PowerPoint normally when finished with the doc cam.

In order to use the doc cam and display it on the computer screen follow these steps
1. Press the power button on the doc cam.
2. Go to Start, and then All Programs.
3. Go to Instructor Tools.
4. Go to Doc Cam Viewer.
5. Select UF80 USB Viewer.
6. Select the Full Screen button.
7. Press the ESC button to exit full screen mode.
8. Close the program by selecting the X button in the upper right of the doc cam screen.

When you are finished presenting follow these steps:
1. Select the button that will be somewhere to the right of the Start button. This will take you back to the Adobe Connect meeting room.
2. To stop the recording, click the red circle that is in the upper right of the screen.
3. To end the meeting select Meeting > End Meeting.

To get the link to the Recording so that you may share it, follow the steps on pages 14-15 of this tutorial.