

# Meeting Host Guide

## Getting Stated with Adobe Connect 9.3

Adobe Connect is a web conferencing platform for web meetings, eLearning, and webinars.

Adobe Connect Services support is available 24/7 at **1-800-422-3623**. Please provide Adobe with the meeting URL for assistance.

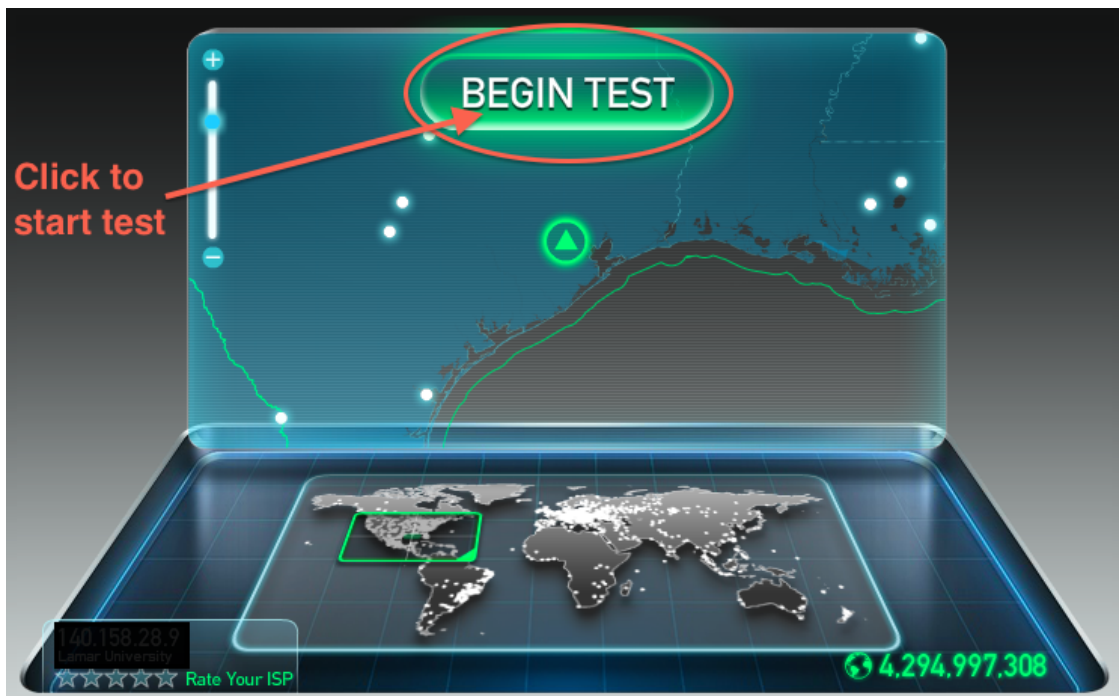
Equipment needed for using Adobe Connect:

- Computer running Mac OS 10.8 or greater or Windows 7 or newer with a minimum of 4GB of memory, 8GB is preferred.
- Webcam (If your webcam is not built-in then we recommend that you purchase a Logitech webcam model C615. **Microsoft webcams are not supported.**)
- USB headset (If you don't have a USB headset, we recommend that you purchase a Plantronics Audio 628 USB headset. **Microsoft USB headsets are not supported.**)

First, go to <http://www.mozilla.org/en-US/firefox/new> to download and install Firefox.

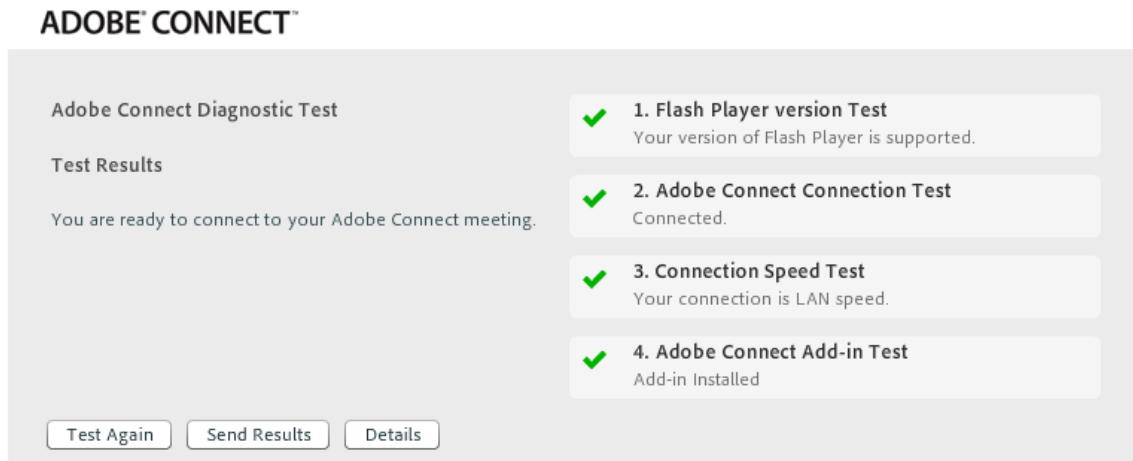
Next, go to <http://get.adobe.com/flashplayer> to download and install Flash Player.

A Wired Broadband (Cable/DSL) Internet connection is required. **A Wireless connection is not recommended.** To test your Internet speed, go to <http://www.speedtest.net>. You should have at least a download and upload speed of .50 Mbps. A faster Internet connection is always preferred.



Other people that are using the Internet in your household will reduce your connection speed. Examples are streaming movies and online games. Make sure you do not have any other programs running. For example: email client, Dropbox, Skype, etc.

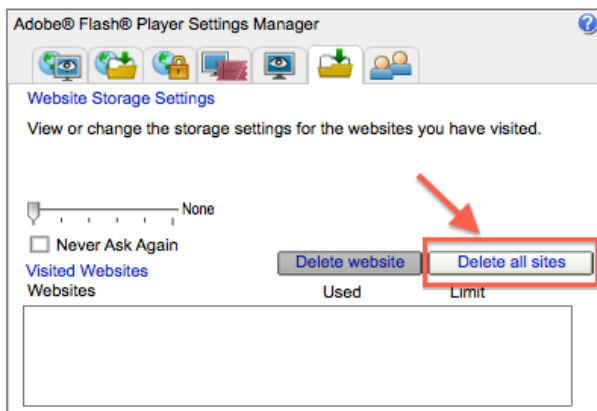
Now open Firefox and go to [https://admin.adobe.com/common/help/en/support/meeting\\_test.htm](https://admin.adobe.com/common/help/en/support/meeting_test.htm) and install any updates. You should do this every time that you have a meeting to insure you will have a successful meeting.



Clear your Flash Cache by going to <http://tinyurl.com/clearadobe>

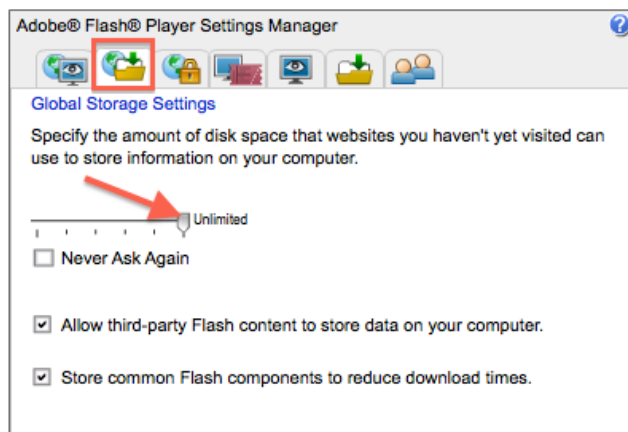
Click on **Delete all sites**. Then click **Confirm**.

### Website Storage Settings panel



Next, click on the second tab in this window. I have highlighted this one in red. Now move the bar that the arrow is pointing at to the right so that it says **Unlimited**.

### Global Storage Settings panel

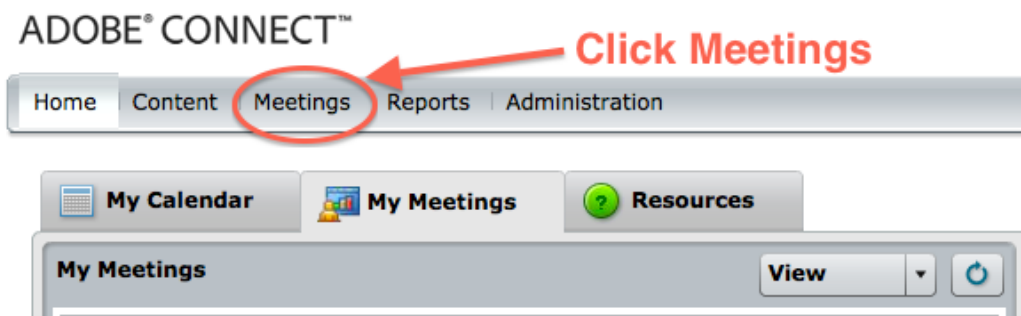


Go to <http://lamar.adobeconnect.com> and use your email address (first.last@lamar.edu) and new password that you set up when you received the instructions from Adobe.

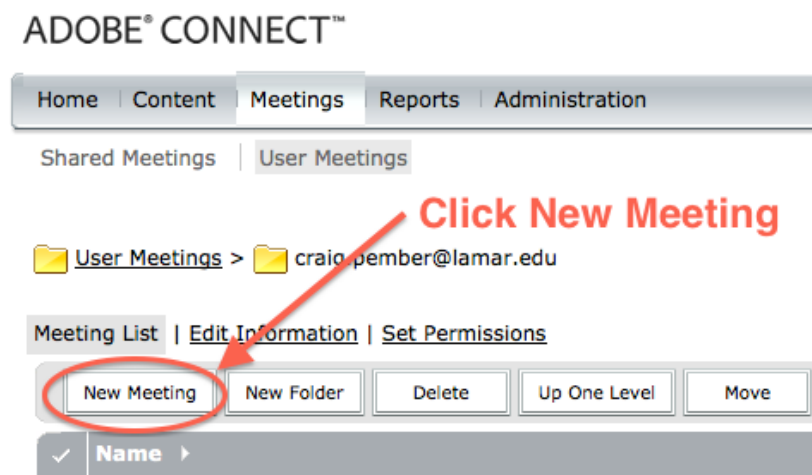


If you ever forget your password, click on **Forgot your password?** This is located above the Login button. Adobe will send you a link to the email address that you use to log on to Adobe Connect. Now click on **Login**.

You are now at the Adobe Connect Central home page. Click on the **Meetings** tab.



Next click the **New Meeting** button to start the Meeting Wizard.



After the creation of the meeting room, the room may be reused for future meetings.

Give the meeting a name, for example Office Hours, and enter an easy name for the custom URL. For example, you could use your first or last name. Enter summary information. Next, give the start time and duration of your conference. On **Access**, choose either **“Only registered users and accepted guests may enter the room”** or **“Anyone who has the URL can enter the room.”** Then click **Next**.

### Enter Meeting Information

Enter Meeting Information > Select Participants > Send Invitations

**Meeting Information**

**Name:** \* Office Hours

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

**Summary:**  
(max length=4000 characters) I will be in the office on MW from 2:00 pm to 3:00 pm CST.

**Start Time:** 23 February 2015 11:45 AM

**Duration:** 01:00 hours:minutes

**Select Template:** Shared Templates\Default Meeting Template

**Language:** \* English

**Access:**

- 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

Choose either

**Audio Conference Settings**

Do not include any audio conference with this meeting.  
(Select this option to create a VOIP only meeting.)

Include this audio conference with this meeting: Manage Audio Profiles  
(Please note that audio conference setting changes would be effective for new meeting sessions only.)

Include other audio conference with this meeting.

**Conference Number(s):**

**Moderator Code:**

**Participant Code:**

Update information for any items linked to this item.

\*- indicates required fields

Cancel < Previous **Next >** Finish

Click Next

You should be listed under current participants as a Host. (If you want to add an additional host to your room, find the user in the list and click on **ADD**. *They will then be listed under current participants*. Next click on their name and then click on **Permissions** and select **Host**.) Click on **Next** to continue.

## ADOBE CONNECT™

### Select Participants

Enter Meeting Information > **Select Participants** > Send Invitations

**Available Users and Groups**

Administrators	Administrators
Administrators - Limited	Administrators - Limited
Authors	Authors
Meeting Hosts	Meeting Hosts

**Current Participants For Office Hours**

Craig Pember	Host	craig.pember@lamar.edu
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Buttons: Cancel, < Previous, Next >, Finish

Now you can send out invitations to all of your participants using the URL that you created. For example: **<http://lamar.adobeconnect.com/LastName>**. Next, you will have to compose a new email message from your computer or copy and paste this link into Blackboard.

Once you are in the room click on **Meeting**, scroll down to **Audio Setup Wizard**, and follow the instructions. Now you are ready to start your meeting.

Meeting | Layouts | Pods | Audio | Help

Share

- Manage Meeting Information
- Manage Access & Entry
- Change My Role
- Preferences...
- Audio Setup Wizard...
- Record Meeting...
- Switch To Prepare Mode
- Enable Presenter Only Area
- Full Screen
- End Meeting...
- Exit Adobe Connect

Video

Start My Webcam

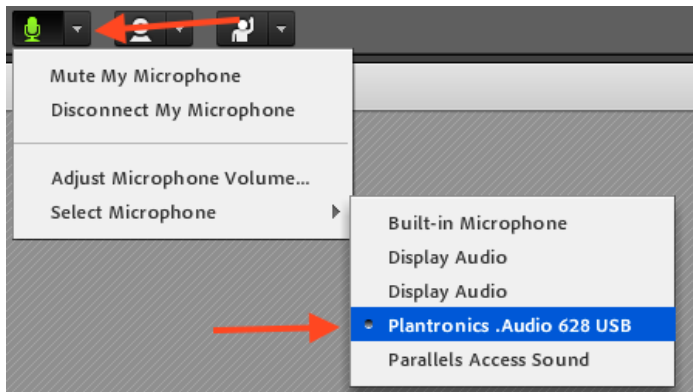
Attendees (1)

- Active Speakers
- Hosts (1)
- Craig Pember
- Presenters (0)
- Participants (0)

Welcome | Sharing | Discussion | Collabo... | Breakout

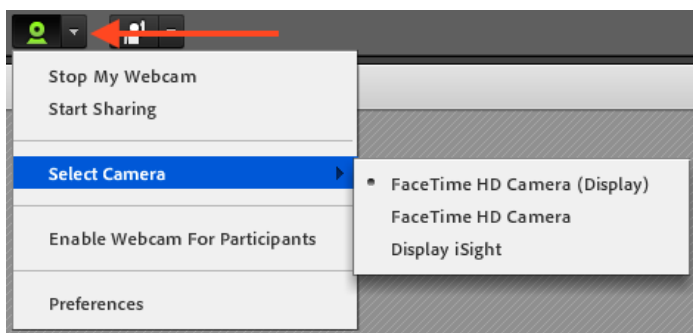
## Starting Your Audio

To start your audio, click on the microphone icon. It will change from white (OFF) to green (ON). If you have used the audio setup wizard, the USB headset microphone should be selected. If not select the USB headset microphone by clicking on the down arrow next to the microphone icon. Then move your cursor down to **Select Microphone** and select the USB headset microphone.



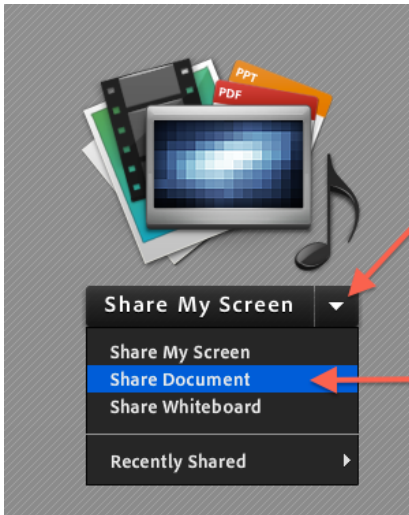
## Starting Your Webcam

To start your Webcam, click on the Webcam icon. It will turn from white (**OFF**) to green (**ON**). By default, you will be in preview mode. You will then see your video in the video pod. If you do not see your video, click on the arrow next to the Webcam icon. Then move your cursor down to **Select Camera** and select your Webcam. Finally, click on **Start Sharing** and your video will begin to show to everyone in the room.

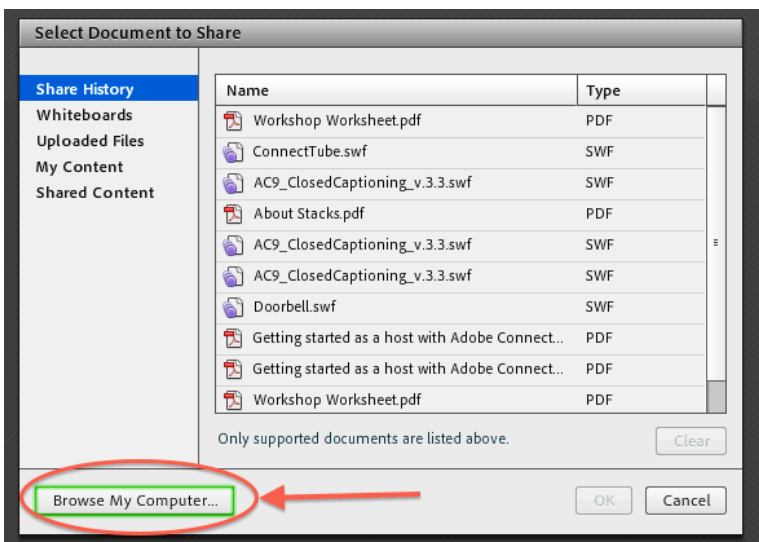


## Sharing PowerPoints, PDF documents and MP4 Videos

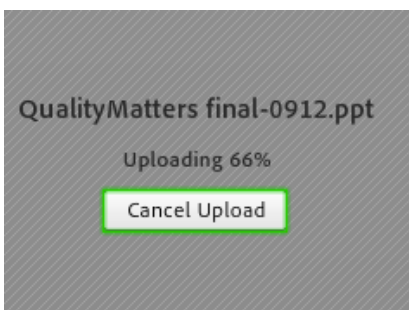
First click on the down arrow next to “Share My Screen”. Then move your cursor down to “Share Document”.



Next click on “Browse My Computer” and select your PowerPoint, Adobe PDF or MP4 video file that you want to share.

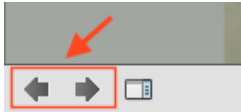


You will then see the screen of your file uploading to your Adobe Connect Room.



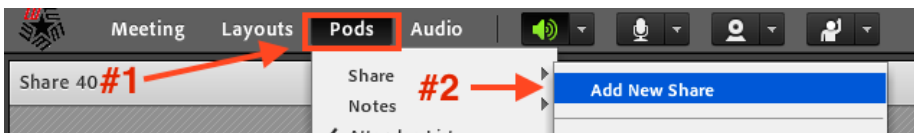
Finally, you will see your PowerPoint, PDF, or MP4 video on your screen. After a document has been uploaded to your room, you will not need to upload it again unless you have made changes to the original document. You should always try to upload PowerPoint presentations, PDF, or MPG4 files prior to your meeting. **Note that MPG4 video files can be very large and should be uploaded using high-speed network connection.**

To move to the next slide on a PowerPoint presentation, click on the right arrow; to move back to the previous slide, click on the left arrow. The arrows are located on the bottom left hand side of your PowerPoint presentation.

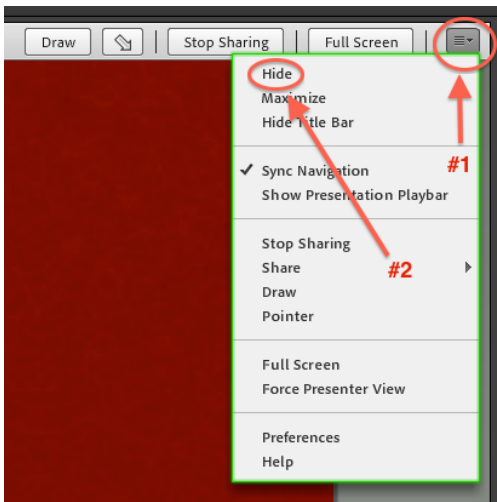


### How to create a new Share pod or allow Presenters to upload files

You will need to create a new Share pod for each PowerPoint presentation, PDF, or MPG4 file that you want to upload to your room. You will also have to do this to allow presenters to upload their files to the room. First go to Pods, next move your cursor down to **Share** then over to **Add New Share**.

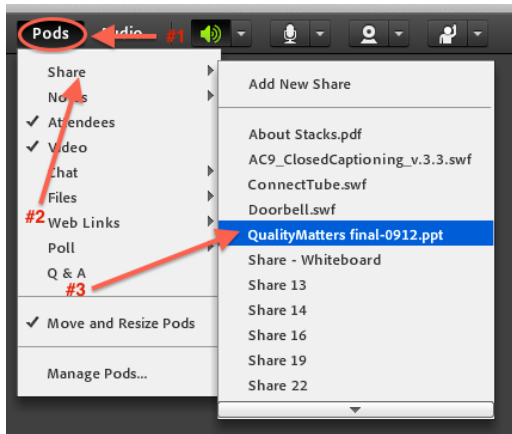


To hide your "Shared Document," move your mouse over to Pod options and click as shown below. Next move your cursor down to hide that Pod.





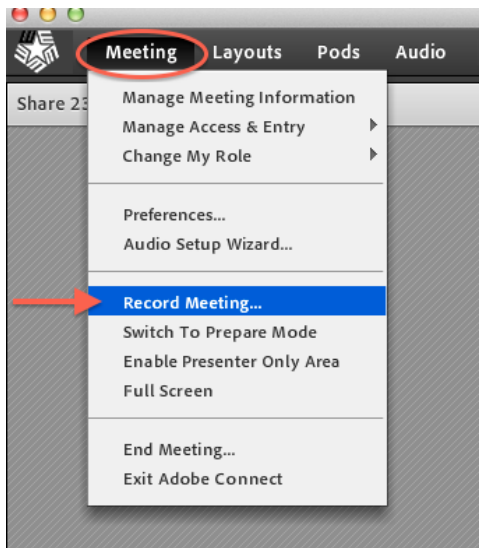
To show a document again, click on “Pods” then move your cursor over to “Share” and select the document you want to share.



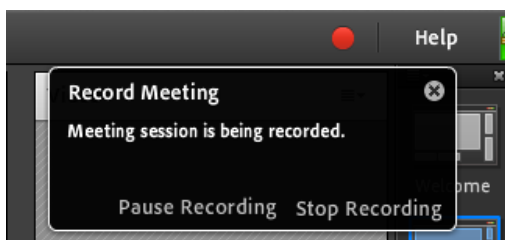
One tip is to stack your “Shared Documents” on top of each other like a deck of cards. Then hide the top pod so that your students will see the pod that is behind the top pod and so on, as you flip through the “deck.”

## Recording a Adobe Connect Session

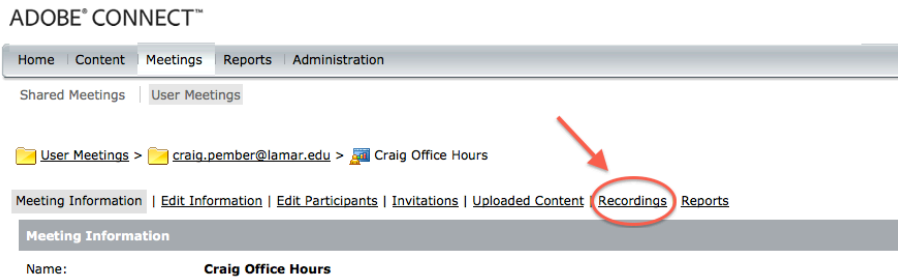
To record an Adobe Connect session, click on “Meeting” then move your cursor down to Record Meeting. A dialogue box will open to let you give your recording a name.



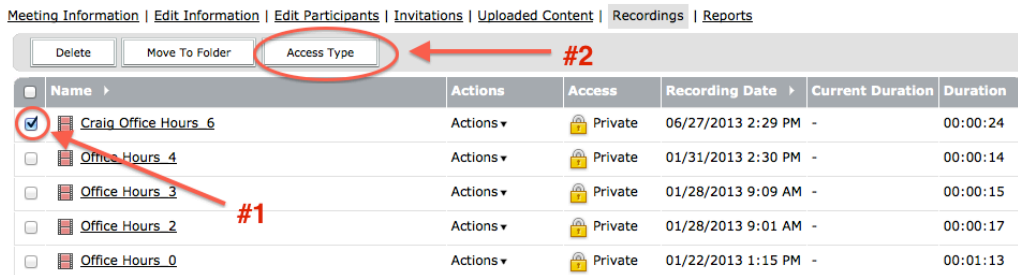
You will then see on the upper right hand side a box with a red dot above it saying, “Meeting session is being recorded.” This message will go away after a few seconds. At any time, you can click the red dot to “Pause Recording” or “Stop Recording.”



To share this recording, go back to your meeting list and click on “Recordings.”

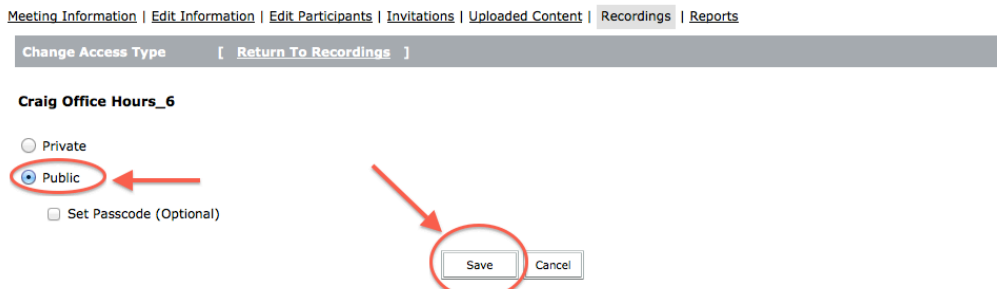


Next click on the box next to the name of your recording. Then click on “Access Type.”



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Now click on public and then click on save.



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Finally, click back on the name of your recording and copy the URL to email or post in Blackboard to allow for potential viewer access.

