# Using Adobe Connect

You will need to download and install the Adobe Connect meeting application if you have not done so already.

## Downloading and installing the Adobe Connect Meeting Application

The Adobe Connect meeting application is required to join, present or host a meeting if you do not have Adobe Flash Player installed or to share your screen in an Adobe Connect meeting.

The application can be installed before your meeting using the installers below.

### Installers

For Windows:    http://www.adobe.com/go/Connectsetup
For Mac:        http://www.adobe.com/go/ConnectSetupMac

## Using the Adobe Connect meeting application

Click on the shortcut on your desktop to access the Adobe Connect meeting application.



Enter the meeting URL.  You should have received an email with the URL, or you can go to https://wne.adobeconnect.com  to locate the meeting URL.
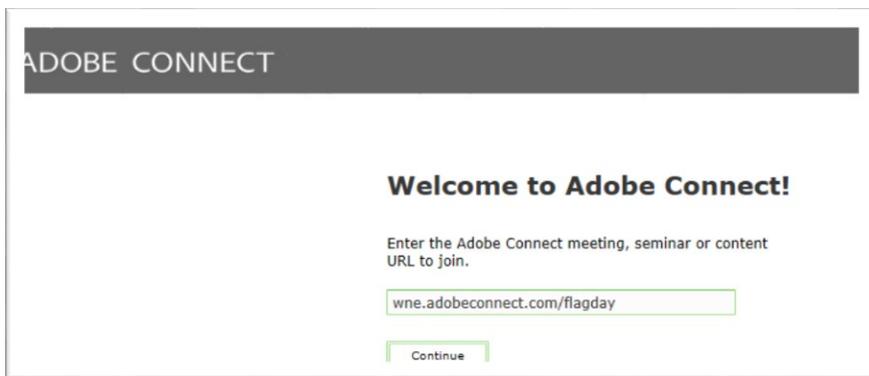
Enter the Meeting URL and click continue.



Click on Registered User.  Then enter your  Adobe Connect username and password.



Then click **Enter Room**.

When you enter the Connect classroom it should look like this:



By default, the classroom is made up of 4 pods:
1. Attendees pod
2. Chat pod
3. Share pod
4. Video pod

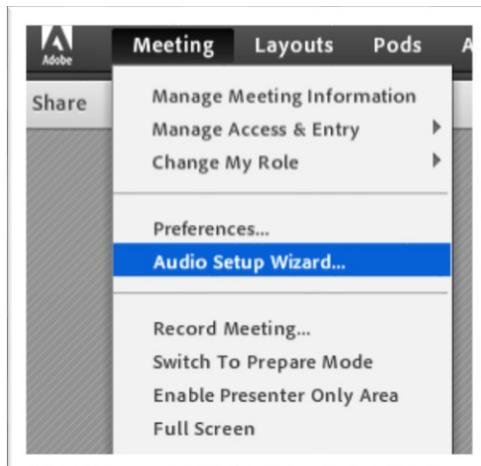*Note1: There are other Pods available – Web links, Q & A, Poll, Notes, and Files.*
*Note2: When you are in Connect classroom you will see the Adobe Connect Logo in the task bar in the task bar on your computer.*



# AUDIO

Run the audio setup wizard to check microphone, speakers, and background noise (silence).
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- Click **Meeting**, then **Audio Setup Wizard…** and follow through the steps indicated.

- Click on the microphone to activate it. When the microphone is green, it is active. To control microphone usage, click on **Audio**.
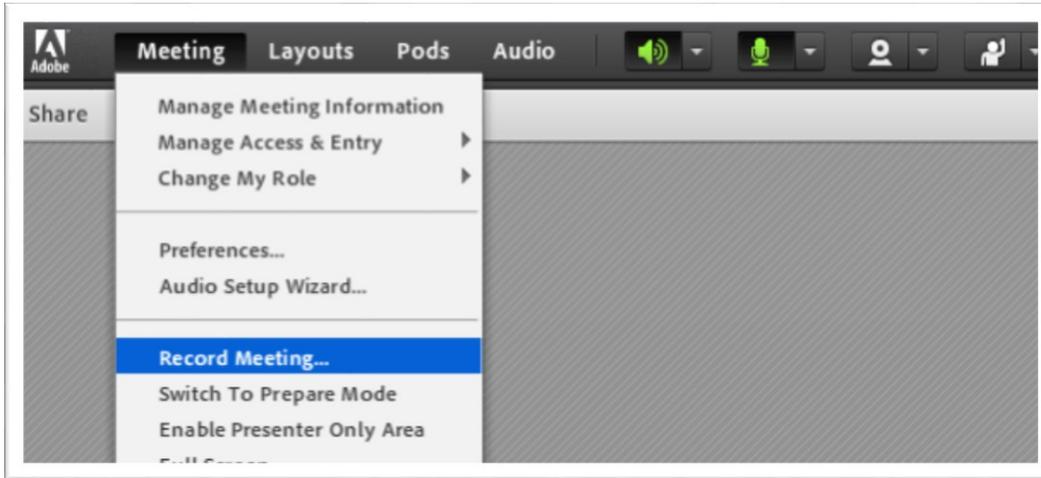


The options are:

- Turn on **Microphone Rights for Participants**.

- Enable **Single Speaker Mode.** This allows only one person microphone privileges at a time. If you have enabled Single Speaker Mode, you will need to click on the microphone icon to turn off your microphone privileges before someone else can activate theirs. (The icon will be gray if your provileges are turned off, and green if your privileges are turned on)



- If someone forgets to turn off their microphone, you can **Release Mic from Speaker.**

## *Record a meeting*

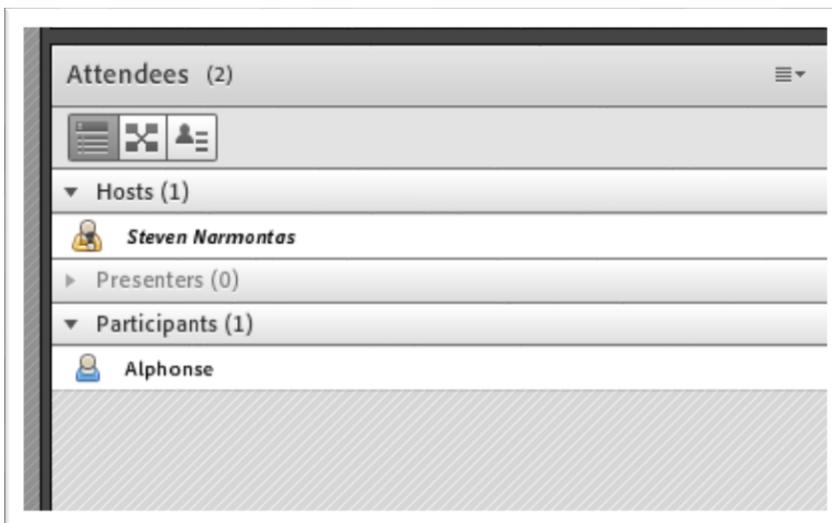To record the meeting: Click **Meeting → Record Meeting…**



A red dot will be in the upper right of the screen while recording.  You can pause and restart the recording.  Once the recording has been stopped you can not restart it.   You can create mulltiple recordings per session.
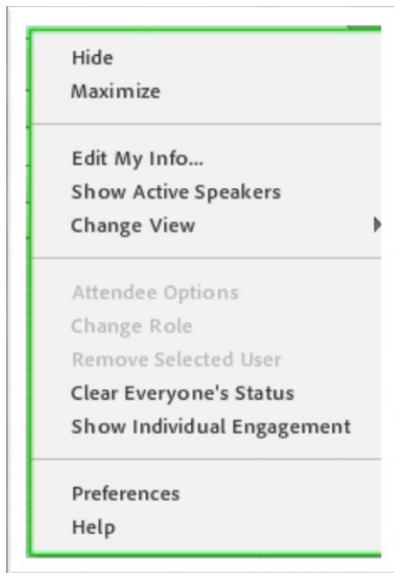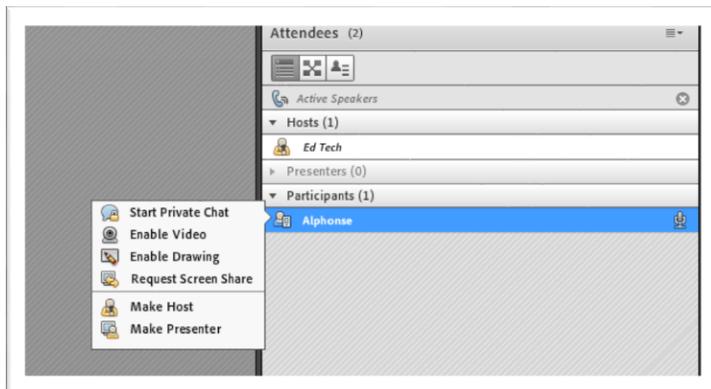


**The Attendees Pod**
The Attendees Pod provides information regarding the class participants.   Looking at the Attendees pod below, we can see that there is one host and one participant in this example.
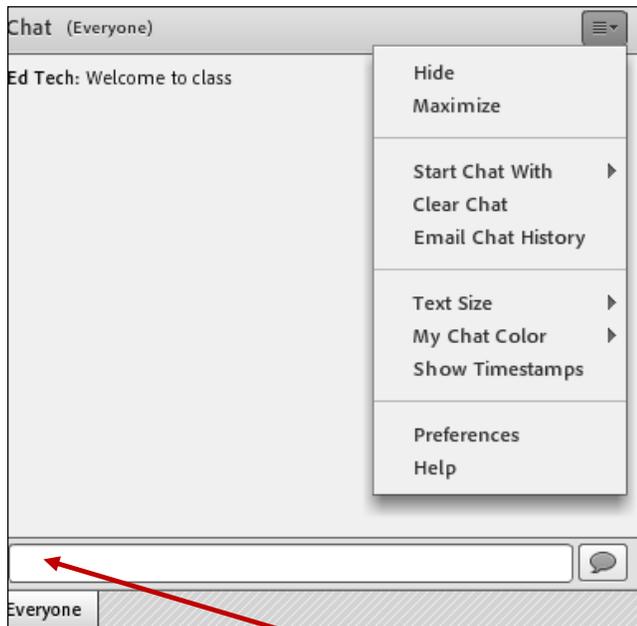
Click the drop down arrow (located in upper right of the pod) for Options available in the Attendee Pod:



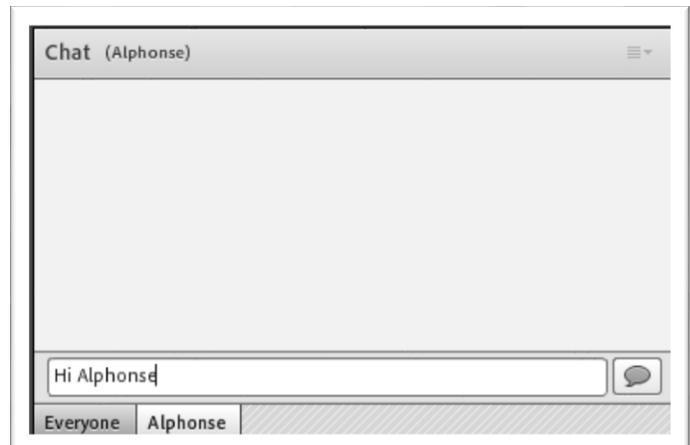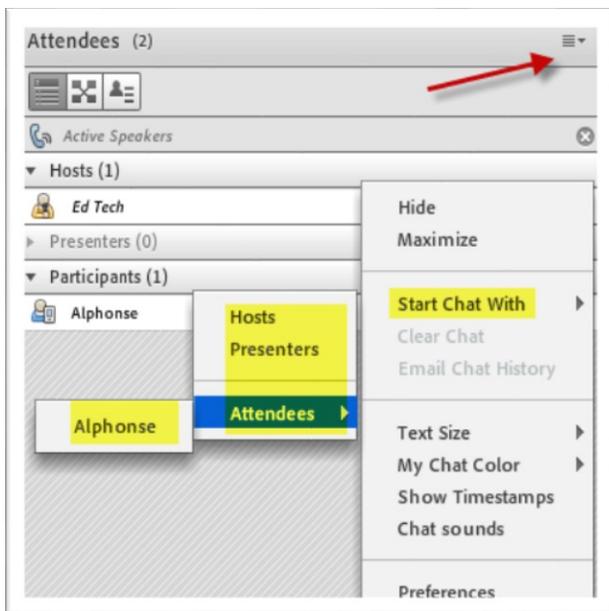By hovering your mouse to the left of an attendees name, additional options will appear.
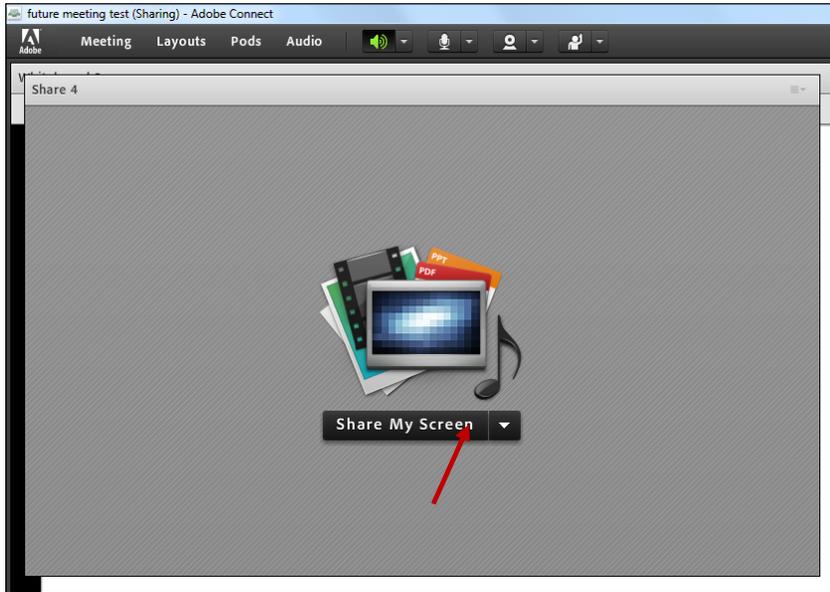
**The Chat Pod**



To send a chat message simply type message in white area and then click to send.

Chat messages can be to all participants, or a Private Chat with a particular attendee. A private chat can be initiated through the Attendees pod, or through the Chat pod.  To start a private chat through the Chat pod, click the drop down arrow in the upper right of the pod.

**The Share Pod**
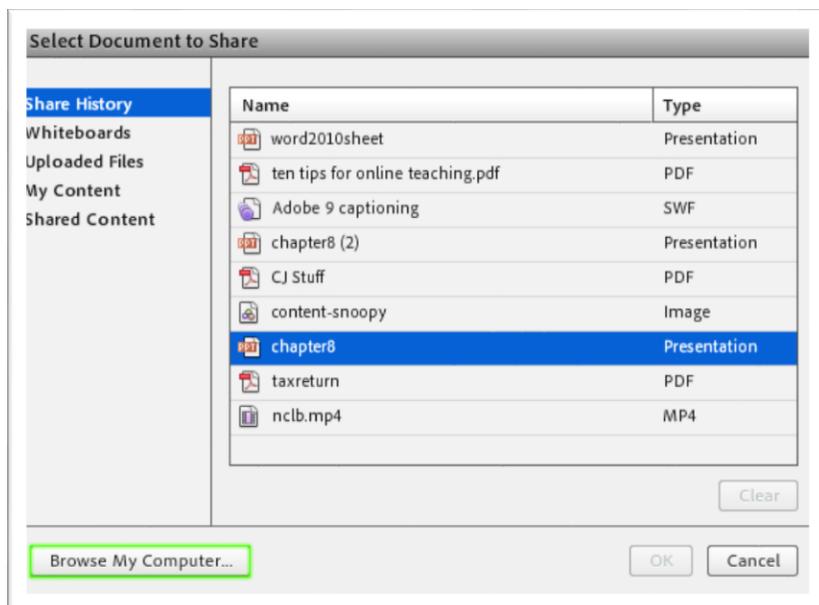You can share a file or your desktop or the whiteboard in Connect.



Click the drop down arrow and choose either **Share My Screen**, **Share Document, or Share Whiteboard.**

The following document types can be shared:



Documents that are loaded are referred to as "Content".  Content that is loaded will be there for as long as the meeting exists.  You can load content either through the Share Pod or by logging onto Adobe Connect (https:/wne.adobeconnect.com) and choosing Content.

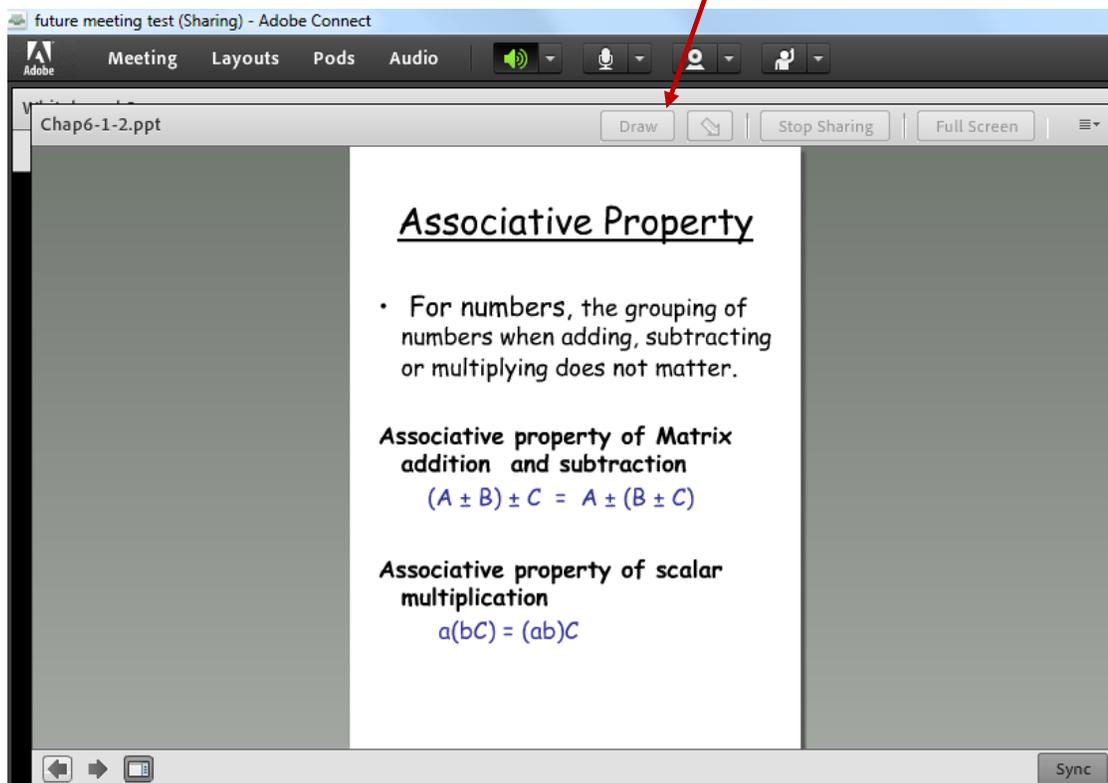When you choose to share document, the following window will appear:



Previously loaded content will be listed in Share History.

Any files loaded previously can be found by clicking on My Content. These files can also be found via your adobeconnect login by clicking on Content.
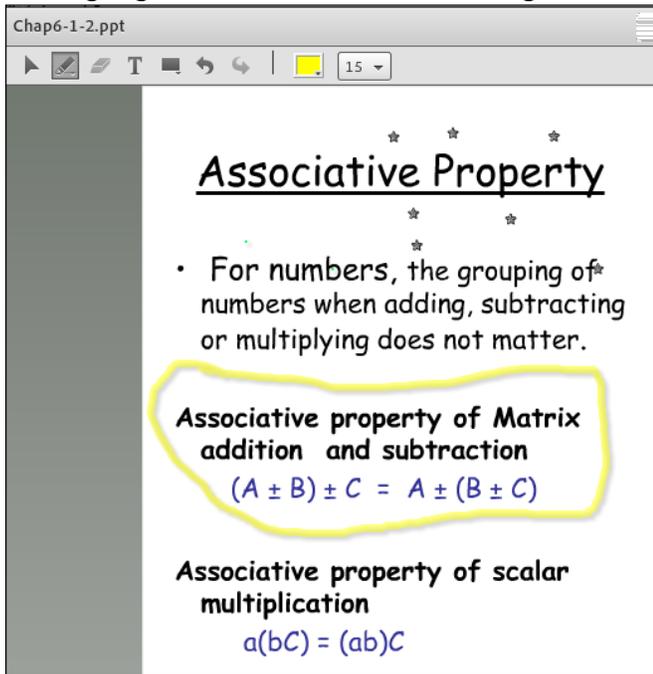(https://wne.adobeconnect.com)

Once you have shared, the shared area can be marked up by clicking on the **Draw** button and then choosing a tool with which to draw.
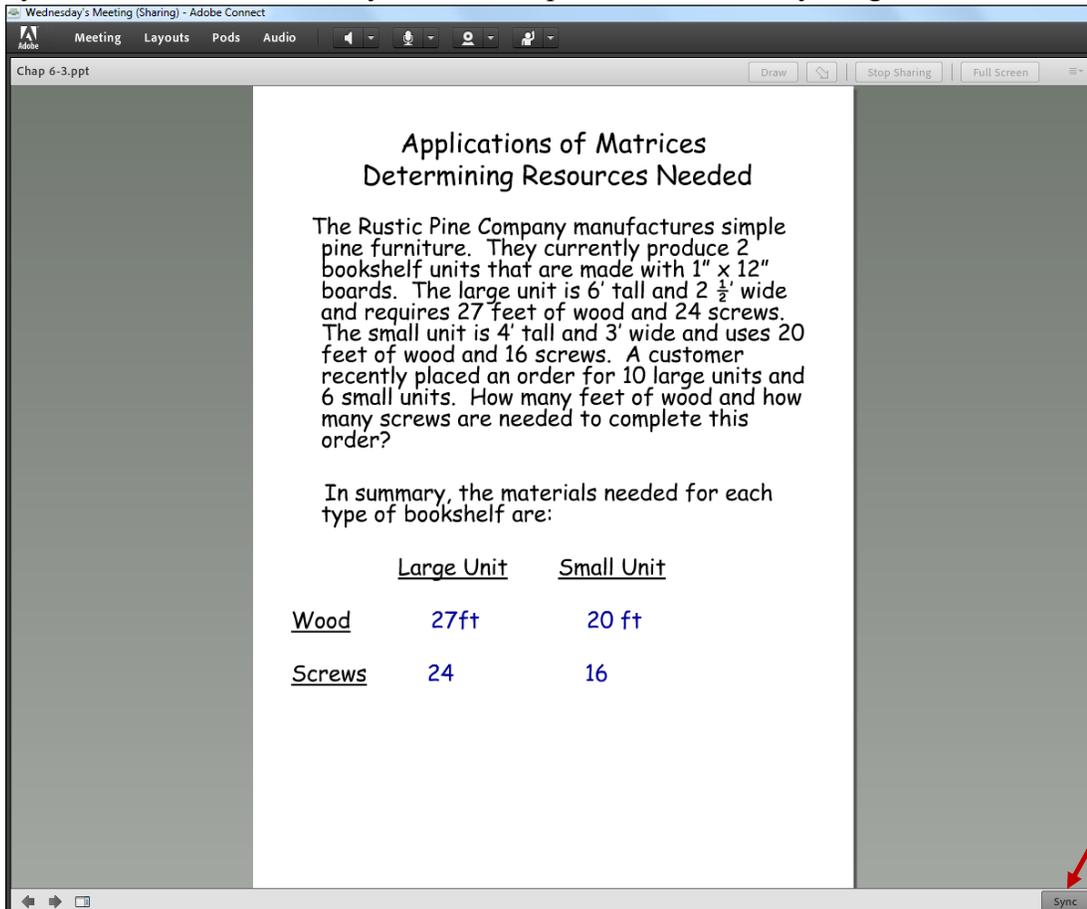


The tools that appear after **Draw** has been clicked:

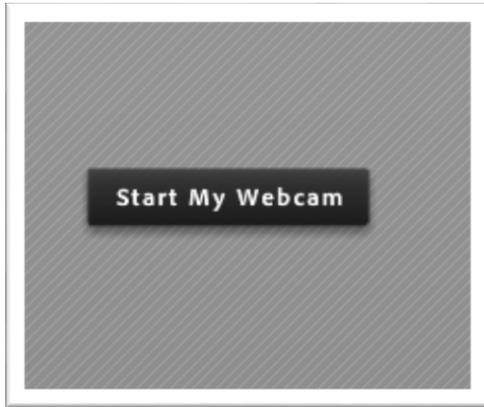The highlight tool was chosen in the image below.



By default, multi-paged shared files are synced – i.e. the participants view multi-paged content along with the presenter.  If you would like the participants to go through the content at their own pace, then click the **Sync** button which will "unsync" with the presenter.    Click **Sync** again to return to sync mode.



*Arrows for navigating through shared document*

**The Video Pod**
To use a Webcam, click on **Start My Webcam** in the Video Pod.



**Click drop-down for list of available options**