

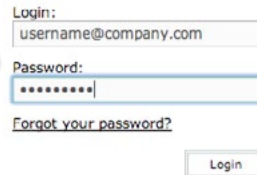


Getting started with Adobe Connect meetings

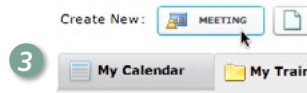
Create and Access Your Meetings

1. Navigate to bwconnect.bw.edu in your favorite web browser.

2. Log in with your Adobe Connect username and password. If you don't know your password, click the **Forgot your password?** link.



3. Once authenticated, you are taken to the Adobe Connect Central home page. Click the **Create New Meeting** button to begin the Meeting Wizard.



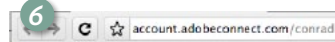
4. Enter a meeting name and an easy to remember custom URL such as your first name or username.



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 into 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 bookmark your room for quick and easy access.

Install the Adobe Connect Add-in

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.

Windows Instructions

1. Click [here to download the Add-in](#).
2. Choose "Save".

Tip: Meeting participants are only required to have Adobe Flash Player 10.1 or later (already on most desktops) installed and do not need to install the Adobe Connect Add-In.

Sharing your screen

1. Click the **Share My Screen** button in the **Share** pod.



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



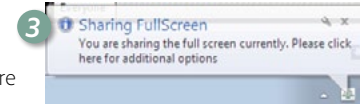
Desktop: Share all applications on your desktop.

Windows: Choose specific, already open windows to share.

Applications: Share one or more applications along with related windows.

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

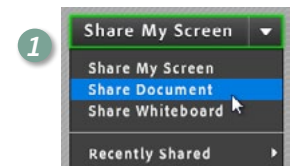
3. An Adobe Connect icon appears in your system tray (Windows) or your toolbar (Mac & Linux) while you are sharing your screen. Click on this icon to view a menu where you can stop sharing or access other available options.



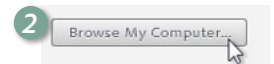
Tip: If you choose to share your entire desktop, it's recommended that you set your screen resolution to 1024x768. Reducing the number of applications running that use bandwidth will also provide a better experience for the attendees.

Sharing PowerPoint content

1. Click the right arrow beside **Share My Screen** and select **Share Document**.



2. Click **Browse My Computer** to select a file from your system. In the Browse dialog, locate the PowerPoint (PPT or PPTX) 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.



Tip: You can also follow these steps to share other supported file types including image files (JPG or PNG), video files (FLV), flash files (SWF), and MP3 audio files.



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

1. Voice-over-IP allows you to communicate with meeting attendees using your computer's 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. The wizard guides you through four steps in which you are asked to test your speakers, select a microphone, and optimize the audio. If you've never used Adobe Connect before, 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.

3. To begin using VoIP, locate the **Microphone** button near the top of the application. Click the button once to activate VoIP. You can use the arrow beside the icon to mute your mic or adjust your volume.



Tip: If you're having problems with the VOIP audio, you can enable the Speex codec in Audio Preferences. Select **Meeting > Preferences > Audio**.

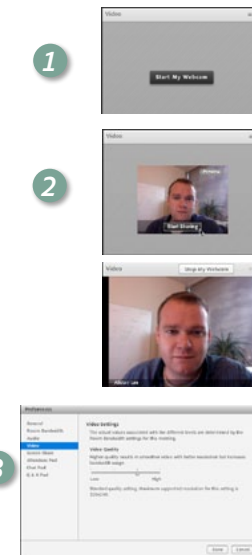
Sharing webcam video

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.

3. If you'd like to adjust the settings for your webcam to increase or decrease the quality based on available bandwidth, click Preferences from the Video pod options dialog, or select **Meeting > Preferences > Video**.



Inviting attendees

1. You can invite attendees to your meeting by sharing the meeting URL in an email, chat message, or even verbally over the phone. From within a meeting, you can invite attendees by selecting **Meeting > Manage Access & Entry > Invite Participants**.

2. In the Invite Participants dialog, click **Compose e-mail**. An e-mail appears in your default e-mail client with meeting information pre-populated.

Simply add attendees by entering their e-mail addresses in your e-mail client and send the invitation.

3. When attendees arrive to the meeting, a notification window may appear asking you to accept or decline their request to enter. Click the checkmark to accept the request. You can also accept multiple requests by choosing **Allow Everyone**.



Managing attendees

1. Meeting attendees fall into three roles:

Host: Organizes and facilitates the meeting.

Presenter: May assist in meeting facilitation, presenting content, or 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 participant's role. Hovering over a participant's name will bring up a hover menu with several options giving you the ability to choose a role for the individual.

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

Tip: If you wish to change the role of multiple attendees at the same time, hold down Control (Windows/Linux) or Command (Mac) while selecting usernames and then drag and drop to set the role.



Learn more

You can find additional resources by visiting the Adobe Connect User Community at www.connectusers.com