

USER GUIDE

# BroadData & Adobe Connect

## Host Quick Start Guide

This guide provides instructions to Meeting Hosts on how to:

- Create an Adobe® Connect™ meeting with audio conference controls
- Host an Adobe Connect meeting with audio conference controls
- Share content within your meeting
- Record your meeting

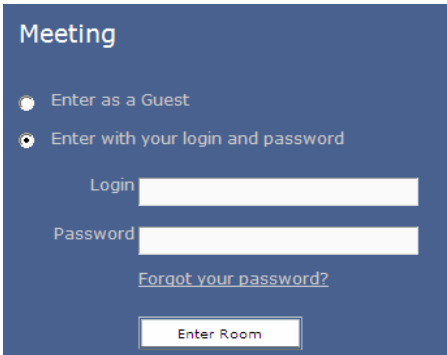


### Creating a Meeting

**Note:** Meeting instances are persistent and always available for future instances regardless of time. Bookmark this URL for easy access to future meetings.

STEP	ACTION
1	At the Adobe Connect Central home page. Click the <b>Create New Meeting</b> button to begin the Meeting Wizard.
2	Enter a meeting name and an easy to remember custom URL such as your first name or username.
3	<b>Under Audio Conference Settings, the "include this audio conference with this meeting" radio button will already be checked - Leave this as is.</b>
4	Optionally, fill in the additional fields and click <b>Finish</b> . Your meeting room has been created.

### Starting Your Meeting

STEP	ACTION
1	At the time of your meeting (or at any future time), enter by clicking on the meeting room URL on the confirmation page or by typing the URL you had created into your web browser. <i>Note: Meeting instances are persistent and always available for future instances regardless of time. Bookmark this URL for easy access to future meetings.</i>
2	With the <b>Enter with your login and password</b> radio button selected, enter your login, password, and select <b>Enter Room</b> . 
3	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.



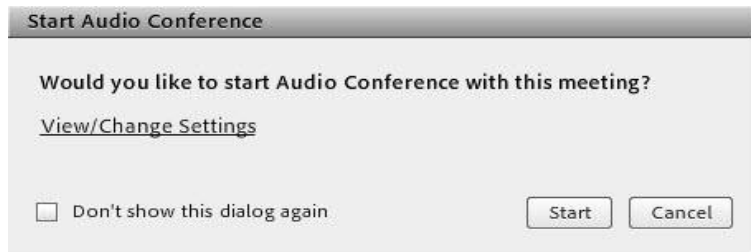
## Starting an Audio Conference In-meeting

STEP	ACTION
------	--------

1	Navigate to the custom URL for your Meeting Room <a href="http://meetingconnectsnh.adobeconnect.com/yourroomname/">http://meetingconnectsnh.adobeconnect.com/yourroomname/</a>
---	--

2	Click the <b>Enter with your login and password</b> radio button, enter your Username & Password and click <b>Enter Room</b>
---	--

3	The Adobe Connect web conference interface will open and the <b>Start Audio Conference</b> dialog box will open:
---	--



Click on **Start** and the **Join Audio Conference** dialog box will open (the Join Audio Conference dialog box will also open for your Participants):



Choose how you would like to connect to the audio conference and click **Join**

- If you select the **Dial-out** radio button, enter your telephone number as shown in the example (e.g. +Country

	<p>Code-Area/City Code-Number) and click Join. Shortly thereafter, you will receive a phone call asking you to join the audio conference. Follow the audio prompts to join the conference.</p> <ul style="list-style-type: none"> <li>• If you select <b>Dial-in to the Audio Conference via Phone</b>, then follow the instructions in the dialog box to dial into the audio conference.</li> <li>• If you select <b>Using Microphone (computer/device)</b>, then you will connect to the audio conference using the microphone on your computer (you must have a properly installed and working microphone on your computer that is recognized by Adobe Connect)</li> </ul>

## Sharing Content

STEP	ACTION
1	If you would like to Share Applications (i.e. desktop), go to step 1a. If you would like to Upload Content (i.e. PowerPoint), go to step 1b.
1a.	In the <b>Start Screen Sharing</b> dialog, choose how you would like to share your screen:  <b>Desktop:</b> Share all applications on your desktop. <b>Windows:</b> Choose specific, already open windows to share. <b>Applications:</b> Share one or more applications along with related windows.  After selecting your desired option, click <b>Share</b> .
	An 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.
1b.	Click the right arrow beside <b>Share My Screen</b> and select <b>Share Document</b> .
	Click <b>Browse My Computer</b> 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 <b>Open</b> . The file is automatically uploaded and converted.
	Once the file has been converted, it will appear in the Share pod. Use the <b>Next</b> and <b>Previous</b> controls to navigate through your presentation.

## Record a Meeting

STEP	ACTION
1	From the menu bar, select <b>Meeting</b> and then <b>Record Meeting</b> .
2	In the <b>Record Meeting</b> dialog box, enter a name and summary for the meeting recording.  <b>Note:</b> A recording icon (red circle) appears in the menu bar to indicate that the meeting is being recorded. If a problem occurs during the recording, an error message appears in the upper right corner of the window. You can try to reconnect to the conference audio, record the meeting without audio, or stop recording the meeting.