BroadData Conferencing
Adobe® Connect™

Shared Site Named Host User Guide

This document will discuss the basics of the Adobe Connect web conferencing platform. Although it will discuss instances of audio integration, please review our more comprehensive, [Audio Controls User Guide for Hosts](#).

Meeting Basics

ABOUT MEETINGS

An Adobe® Connect™ Meeting is a live online conference for multiple users. The meeting room is an online application that you use to conduct a meeting. The meeting room consists of various display panels (pods) and components. There are several prebuilt meeting room layouts, or customize a layout to suit your needs. The meeting room enables multiple users, or meeting attendees, t you can share computer screens or files, chat, broadcast live audio and video, and take part in other interactive online activities.

Once you create a meeting room, it exists until you delete it. The meeting room location is a URL, assigned by the system when the meeting is created or customized for personal use. When you click the URL, you enter the virtual meeting room. A meeting room can be used over and over for the same weekly meeting. The host can leave the meeting room open or closed between scheduled meetings. If a meeting room is open between meetings, attendees are free to enter the room at any time to view content.

To take part in a meeting you must have a browser, a copy of Flash® Player 10.1 or higher, and an Internet connection. Your capabilities in a meeting depend on your assigned role and permissions.

INSIDE A MEETING ROOM

Content in a meeting room is displayed in *pods*, which are panels that contain various types of media. Individual pods contain a list of those attending the meeting, notes, chat, files, and video. A host can send attendees from the main meeting room to breakout rooms (smaller submeetings) to collaborate as a small group.

A second display area, the *Presenter Only area*, is visible to hosts and presenters, not attendees. Hosts and presenters can use the Presenter Only area to prepare content to be shared with attendees or to view confidential content.

+ To display the Presenter Only area, choose Meeting > Enable Presenter Only Area.

The menu bar contains several menus: a host sees the Meeting, Layouts, Pods, Conference, and Help menus; a presenter or participant sees only the Meeting and Help menus. At the far right edge of the menu bar, the colored bar indicates the connection status of the meeting room. Messages and warnings also appear in this corner. A red circle in the menu bar indicates that the host is recording the meeting.

The Secure Sockets Lock indicates that the meeting is connected over a secure socket (verifying the host server's identity)

Meeting options differ for different types of users:
A. Hosts B. Presenters and Participants

MEETING ROLES AND PERMISSIONS

Your role determines your capabilities for sharing, broadcasting, and other activities in an Adobe Connect meeting. There are three roles for meeting room attendees: host, presenter, and participant.

The creator of a meeting is designated as the host by default. The host can specify each attendee's role, including selecting other attendees to be hosts for the meeting. Permissions for each role are as follows:

Host Hosts can set up a meeting, invite guests, add content to the library, share content, and add or edit layouts in a meeting room. They can promote other participants to the role of meeting room host or presenter, or give enhanced permissions to a participant without promoting the participant. Hosts can start, stop, join, and leave audio conferences. They can also start and stop broadcasting audio into a meeting room. Hosts are able to create and manage small group breakout rooms within a meeting. They can also perform all the tasks that a presenter or participant can.

Presenter Presenters can share content already loaded into the meeting room from the library and share content from their computer, including Adobe® Presenter presentations (PPT or PPTX files), Flash® application files (SWF files), images (JPEG files), Adobe PDF files, MP3 files, and FLV files. They can share their screen with all attendees, chat, and broadcast live audio and video. Presenters can mute and unmute audio broadcasts on their computers.

Participant Participants can view the content that the presenter is sharing, hear and see the presenter's audio and video broadcast, and use text chat. Participants can mute and unmute audio broadcasts on their computers.

ABOUT THE MEETINGS LIBRARY

The Meetings tab in Adobe Connect Central contains three panes for accessing meetings: Shared Meetings, User Meetings, and My Meetings. Users can create and manage content in the My Meetings pane that appears when they are logged into Adobe Connect Central. Access to the Shared Meetings and User Meetings is currently prohibited on the pay per minute site.

Creating and Arranging Meetings

CREATE MEETINGS

You can create meeting rooms that you return to repeatedly for your own use, and leave persistent content in the meeting room.

1 **Integrate your audio conferencing**

+ In Adobe Connect Central, click My Profile > My Audio Profiles.
+ Click New Profile.
+ Select The Conferencing Center in the Provider drop-down menu and enter Reservationless-Plus in the Profile field. (You can enter any Profile name you choose. It is not limited to just Reservationless-Plus.)
+ Enter your Conference Code and Leader PIN as shown on your welcome email or welcome packet.
+ Click Save. Your audio profile will populate with your conference number.

For further details, see [Audio Controls User Guide for Hosts](#).

2 **Start the Meeting wizard**
You have two options for starting the Meeting wizard. The quickest method is to select Meeting from the Create New: submenu on the Adobe Connect Central home page. Secondly, you can create your meeting by navigating the Meetings menu, and clicking the New Meeting button.
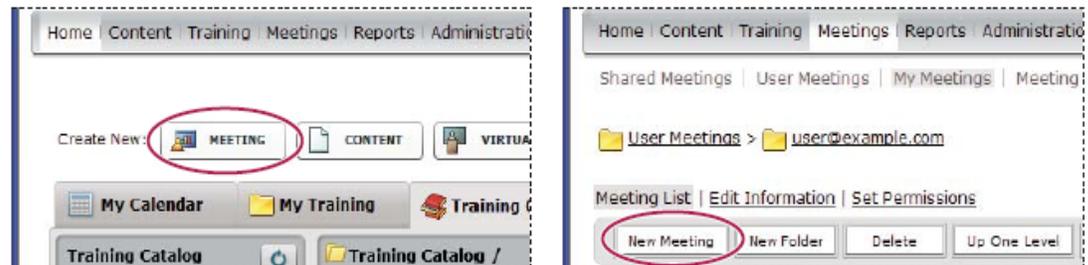
Two options for starting the meeting wizard

3 **Enter meeting information**
On the first page of the Meeting wizard, enter details about the meeting. These details include a name, custom URL, summary, date, duration, template, language, access restrictions, and audio conference settings. (Only the name and language are required.) If you have created an audio profile in step 1, you can select that from the pop-up menu instead of manually entering audio conference settings.

4 **Select Finish**

5 **Send invitations**
On the next screen, select Invitations from the meeting sub-menu. Click Send E-Mail Invitations, which opens your e-mail application, and add invitees to the distribution list of your e-mail message.

Meeting Room Templates and Layouts

A *template* is simply a meeting room that has already been designed. It can contain one or several layouts with different display panels (or pods), configurations, and

content. Layouts can be optimized for a specific task, such as presenting slides or collaborating with peers. Leverage existing layouts and content to reduce repetitive customization each time you create a meeting. Create your own templates or use the default templates included in Adobe Connect.

To help you quickly create a meeting room, Adobe Connect offers three built-in templates: Default Meeting, Default Training, and Default Events. When you create a meeting by using the New Meeting wizard in Adobe Connect Central, you simply select one of these three templates for your meeting room, add your content, and start your meeting.

> **Default Meeting template** General template for meetings. It contains three layouts: Sharing, Discussion, and Collaboration. The Sharing layout is optimized for sharing content (Microsoft PowerPoint presentations, video, Adobe PDF, and so on). The Discussion layout is optimized for discussing issues interactively and taking notes. The Collaboration layout is optimized for annotating content and drawing freehand on content.
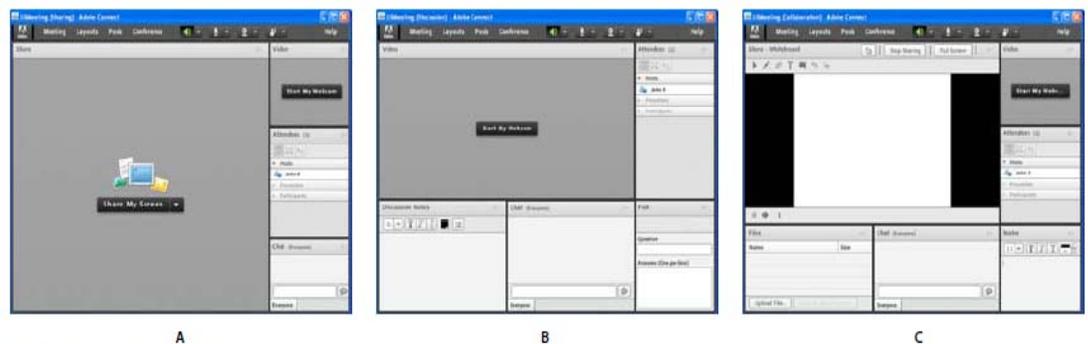
Default Meeting template layouts
A. Sharing B. Discussion C. Collaboration

> **Default Training template** Used for online collaborative instruction and virtual classrooms. It contains three layouts: Lobby, Classroom, and Analysis. The Lobby layout is a place to exhibit a self-running presentation or display other preliminary content. Leave the Lobby layout open so that attendees can browse its content while waiting for the meeting to begin. From the Classroom layout, present PowerPoint slides, share your screen, or share a whiteboard. The Analysis layout enables you to collaborate with students, provide files to download and links to browse, and use a whiteboard for instruction.

> **Default Events template** Used for meetings or seminars with a large audience. It contains three layouts: Lobby, Presentation, and Questions And Answers. The Lobby layout is a place to play music, exhibit a self-running presentation, or display other preliminary content. Leave the Lobby layout open so that attendees can browse content while waiting for the meeting to begin. From the Presentation layout you present PowerPoint slides, share your screen, or show a whiteboard. The Questions And Answers layout facilitates an open Q & A session with participants.

INFORMATION PRESERVED IN A TEMPLATE

A meeting room converted to a template is a duplicate of the original room. Layouts, pods, room information, and most types of content are preserved in the template, including the following:

- Layouts with name, order, and starting (selected) status
- Pods with name, size, position, and settings for full-screen toggle
- Pod content
- Page number in PDF files and position of the seek bar in FLV files
- Whiteboard overlay contents
- Poll state (Prepare, Open, Close), questions, answers, and broadcast results
- Questions and answers, Chat pod link, and status (Open, Answered, All)
- Text in Notes pod
- Video settings
- Room on hold (Yes, No)
- Value for guest entry
- Messages displayed to users when a meeting is on hold or ended
- Room background, screen resolution, and bandwidth
- Presenter Only area status
- Contact invitees description

Certain information is not saved to the template. Audio conference settings, Audio Setup wizard settings, and the content of a Chat pod are not saved to a template.

Note: Do not convert meeting rooms containing breakout rooms into templates.

APPLY A TEMPLATE TO A NEW MEETING

1. On the Adobe Connect Central home page, in the Create New menu bar, click Meeting.
2. On the Enter Meeting Information page, next to Select Template, click the menu and make a selection.

CONVERT A MEETING ROOM TO A TEMPLATE

If you are a host, you can create a new meeting room template. By default, you have full control over meetings and templates in your user meeting folder.

1. From the Meetings tab in Adobe Connect Central, navigate to the meeting room you want to convert.
2. Select the checkbox next to the meeting room.
3. On the navigation bar, click Move.

Two columns are displayed in Adobe Connect Central. The name of the meeting room is displayed in the left column. In the right column, under the heading Move to This Folder, User Meetings > [your account] is selected by default.

1. Navigate to and select the My Templates folder
2. Click Move at the bottom of the column.

Your meeting room now resides in the template folder that you selected. The template is added to the list in the appropriate folder.

When you create a meeting with the New Meeting wizard, you can select the template you just created from the Select Template menu. You can customize this room just like any other to meet your needs. Once the meeting is created, you cannot apply a new template to it. Instead, you must create a new meeting by using the new template.

CREATE AND MANAGE LAYOUTS

The Layouts menu is visible only to hosts. The default layouts are Sharing, Discussion, and Collaboration. When a host chooses a different layout, the new layout appears on every attendee's screen.

+ From the Layouts menu, choose either of the following:
  - **Create New Layout** To create a blank layout to which you manually add pods, or a duplicate of an existing layout that you want to customize.
  - **Manage Layouts** To rename or delete layouts.

ADJUST LAYOUTS DURING A MEETING

During a meeting, hosts can adjust layouts without affecting the active layout currently seen by attendees.

1. Choose Meeting > Switch to Prepare Mode.
2. From the Layouts menu, choose the layout you want to adjust. Then move, hide, or show pods as needed.
3. When you finish adjusting the layout, choose Meeting > End Prepare Mode.

CHOOSE A BACKGROUND IMAGE FOR THE MEETING ROOM

You can replace the default gray background with an image.

1. Choose Meeting > Preferences.
2. Click upload, then navigate to the desired image. If you haven't previously added the file to Connect, click Browse My Computer.

Starting and Attending Meetings

START MEETINGS

When you are host, starting a meeting is as simple as logging in to your meeting room and then inviting others, through e-mail or instant message, to do the same. Meetings can be spontaneous or prearranged.

When you have entered the meeting room, you can perform tasks to set up the meeting for attendees, such as specifying conference information, accepting or declining requests to join the meeting, rearranging pods, and typing in notes.

ENTER A MEETING ROOM

Do one of the following:

+ From the Home page in Adobe Connect Central, click My Meetings, and click the Open button for the desired meeting.
+ In Adobe Connect Central, navigate to the Meeting Information page for a specific meeting and click Enter Meeting Room.
+ Click the meeting URL in the e-mail invitation that you have received. Type your Adobe Connect login and password, and then click Enter Room.
+ Enter the meeting URL in your browser. Type your Adobe Connect login and password, and then click Enter Room.

The first time you visit a meeting room, bookmark it for quick access the next time you want to start a meeting.

SET MEETING ROOM BANDWIDTH

The host sets meeting room bandwidth to determine the rate (kilobits/second) at which data from the meeting is sent to attendees. Choose a room bandwidth that matches the connection speed used by attendees. If attendees are using a variety of connection speeds, choose the lowest speed attendees are using to ensure that all participants have a good connection.

1 Choose Meeting > Preferences.
2 In the list on the left, select Room Bandwidth. Then select one of the following options:

LAN One presenter can generate around 250 kbits/second of data. Attendees need around 255 kbits/second. If screen sharing is used, attendees should have 400 kbits/second.

DSL/Cable One presenter can generate around 125 kbits/second of data. Attendees need around 128 kbits/second for a good connection. If screen sharing is used, attendees should have 200 kbits/second.

Modem One presenter can generate around 26 kbits/second of data. Attendees need around 29 kbits/second for a good connection. Having more than one presenter with the Modem setting is not recommended. Screen sharing with the Modem setting is not recommended.

Invite Attendees and Grant or Deny Access

While in the meeting room, hosts can invite people to attend a meeting. A host can choose to block access to a meeting, and allow or disallow requests to enter a blocked meeting.

INVITE ATTENDEES WHILE A MEETING IS IN PROGRESS

Hosts can invite people to a meeting from the Adobe Connect meeting room.

1 In the menu bar, select Meeting > Manage Access And Entry > Invite Participants.
2 In the Invite Participants dialog box, do one of the following:
   a. Click the Compose E-mail button to open your default e-mail application and send invitees an automatically generated e-mail message with the meeting URL.
   b. Copy the meeting URL from the Invite Participants dialog box into an e-mail or instant message and send the message to invitees. Return to the meeting room and click Cancel to close the dialog box.

BLOCK INCOMING ATTENDEES

1 In the menu bar, select Meeting > Manage Access and Entry > Block Incoming Attendees.
2 To allow incoming attendees to request entry to the meeting, select Incoming Attendees Can Request Entry.

3   (Optional) In the text box, edit the message for incoming attendees. Select Save Message to save the message for future use.

Work With Pods

Hosts can show and hide, add, delete, rearrange, and organize pods. More than one instance of a pod (except the Attendees and Video pods) can be displayed in a meeting at the same time.

SHOW OR HIDE A POD

+ To show a pod, select it from the Pods menu. (For pods that can have multiple instances, select the instance name from the submenu.)

A check mark appears next to the name of pods that are currently visible in the meeting.

+ To hide a pod, deselect it in the Pods menu. Or click the menu icon in the upper-right corner of the pod, and choose Hide.

ADD A POD

1   In the menu bar, select Pods and select the name of a pod.
2   From the pod submenu, select New *[pod name]* Pod.

MOVE AND RESIZE PODS

1   In the menu bar, select Pods > Move And Resize Pods. A check mark appears next to the option when it is selected.
2   To move a pod, drag it by its title bar. To resize a pod, drag the lower-right corner.

DISPLAY A POD AT MAXIMUM SIZE

When you maximize a pod, it expands to fill the current browser window.

1   In the upper-right corner of the pod, click the menu icon , and select Maximize.
2   To restore the pod to its original size, click the menu icon again, and select Restore.

To expand the Share pod beyond the current browser window to the edge of the display, click the Full Screen button.

ORGANIZE PODS

1   In the menu bar, select Pods > Manage Pods.
2   Do one of the following:
     a.   To delete pods, select them from the list, and click Delete.
     b.   To rename a pod, select it from the list, and click Rename.
     c.   To locate all unused pods, click Select Unused. Any unused pods are highlighted in the list on the left. Click Delete if you want to remove the unused pods.
3   Click Done.

Place a Meeting on Hold or End a Meeting

Hosts can place participants on hold to temporarily restrict meeting room access to hosts and presenters, letting them prepare materials.

Hosts can end a meeting to remove everyone, including hosts, presenters, and participants. Audio conference calls are disconnected. If an Adobe Connect account is billed by the minute, ending a meeting prevents charges while the meeting is not in session.

PLACE PARTICIPANTS ON HOLD

1   In the menu bar, select Meeting > Manage Access And Entry > Place Participants On Hold.
2   Revise the message to participants if you want, and click OK to place the meeting on hold. Attendees who log in to a meeting that is on hold automatically enter when the meeting resumes.

END A MEETING

1   In the menu bar, select Meeting > End Meeting.
2   Revise the message to participants if you want, and click OK to end the meeting.

SAVE AN ON HOLD OR END MEETING MESSAGE FOR FUTURE USE

You can write an On Hold or End Meeting message without interrupting the meeting. This allows you to write the message during the meeting and then send it at the appropriate time.

1   In the menu bar, select Meeting > Manage Access And Entry > Place Participants On Hold.
2   Revise the message in the message box.
3   Click Save Message to save the message for future use and return to the meeting.

RESTARTING A MEETING THAT IS ON HOLD OR ENDED

In the upper-right corner of the meeting room, click Start Meeting in the Participants On Hold window.

If you've closed that window, choose Meeting > Manage Access And Entry, and deselect Place Participants On Hold.

Updating Meetings

After creating a meeting, you can update meeting information, change the participant list, and manage content associated with the meeting.

OBTAIN INFORMATION ABOUT A MEETING

You can obtain details about an individual meeting at any time.

1   On the Adobe Connect Central Home tab, click My Meetings.
2   Under My Meetings, click the meeting name.

The Meeting Information page appears on the right with the following details:

- + **Name** The meeting title.
- + **URL** The web address where the meeting is to occur (the meeting room's virtual location).
- + **Summary** A brief description of the meeting.
- + **Start time** The date and time that the meeting begins.
- + **Duration** The projected length of time of the meeting.
- + **Language** The language in which the meeting will be conducted.
- + **Telephony information** The telephone number for participants who call in to this meeting and the code that they must enter (necessary only when the meeting is in progress).

3. From here, click the Open button next to the meeting name on the left to join the meeting.

View and Manage Meeting Content

You can view uploaded content, move the content to the Content library, or delete uploaded content at any time.

VIEW A LIST OF UPLOADED CONTENT

If you have Manage permissions for a meeting folder, you can view a list of all content that has been uploaded to the server from a meeting room within that folder.

1. Click the Meetings tab at the top of the Adobe Connect Central home page.
2. If necessary, navigate to the folder that contains the meeting.
3. Click the meeting name in the list.
4. In the Meeting Information page, click the Uploaded Content link on the navigation bar.
5. A list of all uploaded content appears. From here, do any of the following:
   a. To see the information about a specific item in the list, click the item name.
   b. Delete uploaded content.
   c. To determine if the content is still being used in the meeting room, view the Referenced column. A Yes indicates that it is still being used. An empty column indicates that it is not.

DELETE UPLOADED CONTENT

1. Click the Meetings tab at the top of the Adobe Connect Central home page.
2. If necessary, navigate to the folder that contains the meeting.
3. Click the meeting name in the list.
4. In the Meeting Information page, click the Uploaded Content link on the navigation bar.
5. Click the check box to the left of each file that you want to delete.
6. Click Delete.
7. Click Delete on the confirmation page to permanently delete the selected content.

EDIT MEETING INFORMATION

If you are the host of a meeting, you can modify the meeting properties on the Meeting Information page.

To edit meeting information while in the meeting room, choose Meeting > Manage Meeting Information.

1. Click the Meetings tab at the top of the Adobe Connect Central home page.
2. If necessary, navigate to the folder that contains the meeting.
3. Click the meeting name in the list.
4. In the Meeting Information page, click the Edit Information link on the navigation bar.
5. Edit any of the meeting information, such as start time or duration.
6. Click Save.

OPTIONS IN THE EDIT INFORMATION PAGE

+ **Name** A required field that appears in the meeting list, the meeting login page, and in reports.
+ **Summary** A meeting description that appears on the Meeting Information page, and is included in meeting invitations by default. Summary length is limited to 1000 characters.
+ **Start time** The month, day, year, and time that the meeting starts.

Note: Pay per minutes ignores meeting start dates and allows attendees to enter meetings before the designated start date. If you change the meeting start date to a future date, participants and presenters might still be able to enter the meeting room any time after you create the meeting. When you are logged in to a meeting room, you can stop participants from entering the room between meetings.

+ **Duration** The meeting length, in hours and minutes.
+ **Language** The primary language used in the meeting room.

Note: If you create a meeting in one language and later change the language on the Edit Information page, the names of the pods in the meeting room remain in the original language. It is best to set the language when creating a meeting and keep the language the same.

Access There are two options:

+ **Only accepted guests may enter the room** With this option, the meeting room is accessible to guests who are accepted into the meeting room by the host. Guests are added to the total number of meeting attendees on meeting reports, but no individual attendance report is available.

   Note: For some Adobe Connect accounts, a host must be present in a meeting in order for attendees to enter.

+ **Anyone who has the URL for the meeting can enter the room** Anyone who receives the meeting URL.

Audio Conference Settings You can choose not to include audio in the meeting, or choose from these audio conferencing options:

+ **Include this audio conference with this meeting** Audio profiles with preconfigured audio conference settings. Select a profile to associate it with the meeting. Adobe Connect uses the profile to connect to the meeting room and start the audio conference for you.

+ Include other audio conference with this meeting Telephone numbers and other settings for calling into an audio conference when the audio provider has not been configured with a dialing sequence. The settings are for display only, for example, in the meeting invitation and meeting room. You must have an account with the provider.

> *Note: If you did not add audio conference settings when you initially created the meeting, you can add them during the meeting. Ask all users to log out of the meeting while you add conference settings, and then log back into the meeting.*

Update information for any items linked to this item Select this check box to update any items linked to the meeting with the revised meeting information.

SEND MEETING INVITATIONS FOR AN EXISTING MEETING

You can send invitations for a meeting that has already been created if you are the meeting host.

A meeting invitation is an e-mail invitation informing participants of the date, time, duration, summary, URL, and audio conference information. You can also choose to attach a Microsoft Outlook calendar event to the e-mail message. This enables attendees to add the meeting to their Outlook calendar.

Click Send E-mail Invitations to create an e-mail invitation in your own e-mail application. The new message contains a subject (the meeting name) and message (containing the meeting date, time, duration, URL, and summary) that you can edit.

Viewing Data About Meetings

VIEWING DATA ABOUT MEETINGS WITH THE DASHBOARD

The Meeting Dashboard provides a graphical representation of statistical data about your meetings. To see the Dashboard, from the Home Tab click Meetings, then click Meeting Dashboard. The data, which reflects all the meetings you have created, appears in three bar graphs; clicking in any of the bar graphs brings up the Summary Report for the meeting.

Most Active Meetings Over Last 30 days Determined by the number of sessions.

Most Participant Meetings Over Last 30 Days Determined by the number of participants. This feature counts only registered attendees; guest attendees are not included in the count. However, guest attendees are included in the data reported in the Summary Report for each meeting.

Most Viewed Recordings Over Last 30 days Determined by the number of views (that is, the number of times each archived meeting has been viewed).

The bar graphs appear within the Adobe Connect Central Meetings tab. Click Printable Version to export the Dashboard to a browser window for printing.

MEETING REPORTS

The Reports feature of Adobe Connect Central lets you create reports that show you a given meeting from different perspectives. To use this feature, navigate to the Meeting Information page of an individual meeting and then click the Reports link. This displays links that let you define the following meeting information:

Summary The first report type that appears when you access the Reports feature. The Summary shows you aggregate meeting information, which includes: name; URL For Viewing; Unique Sessions (a single instance in which a given user has joined and exited the meeting); the last time that any invitee entered the meeting room (Most Recent Session); number of people invited; number of those who attended; and the greatest number of people who entered the room at any one time (Peak Users).

> **By Attendees** Lists the name and e-mail address of each meeting participant, as well as the time they entered the meeting and the time they left it.

> **By Sessions** Lists the start and end time of each session, the session number, and the number of attendees. Clicking on the session number displays the participant list for this session, including participant name and entry and exit times for each participant.

> **By Questions** Lists each poll by session number, number, and question. Select a view by clicking one of the following options under the Report column:

> + "View answer distribution" displays a pie chart in which each answer is color-coded with a unique color.
> + "View user responses" provides an answer key that lists each answer for this poll and its corresponding answer number; these numbers map to the pie chart. This option also shows a list of all the participants who responded in this poll and the number of the answer they selected (if the poll question allowed multiple responses, all responses are shown for the user).

Sharing Content During a Meeting

SHARING A COMPUTER SCREEN, DOCUMENT, OR WHITEBOARD

Hosts and presenters (and participants who have been given rights) use the Share pod to display content to attendees.

INSTALLING THE CONNECT ADD-IN

Presenters and hosts must install the Connect Add-in the first time they attempt to upload content or share a screen. The Add-in is a special version of Flash Player with additional features for hosts and presenters. The Add-in provides support for uploading files to the server and sharing screens during a meeting. It also provides additional audio support.

Note: If you have a pop-up blocker enabled in your browser, the dialog box for downloading the Add-in will not appear. To correct this problem, temporarily disable the pop-up blocker.

CONTENT YOU CAN SHARE:

> + Selected items on your computer screen, including one or more open windows, one or more open applications, or the entire desktop.

+ A document, such as a presentation, Adobe PDF file, FLV file, a JPEG, or other file format.
+ A whiteboard with a variety of writing and drawing tools. You can share a stand-alone whiteboard, or a whiteboard overlay that appears on top of other shared content.

Except for PDFs, all documents shared in the Share pod can be viewed but not downloaded by attendees. To enable attendees to download non-PDF documents, a host or presenter must instead use the File Share pod.

Share Content in the Share Pod

The Share pod controls let hosts and presenters share content in various ways. You can maximize the pod to make contents larger.

When you share content in the Share pod, attendees see your pointer move in the Share pod window. All activities you perform in a shared window, application, or document are visible to attendees.

CHANGE THE CONTENT DISPLAYED IN A SHARE POD

In the upper-right corner of the Share pod, click the menu icon , and choose My Screen, Document, or Whiteboard.

DISPLAY IN FULL SCREEN MODE

To display the Share pod at full screen size, click Full Screen in the upper-right corner of the pod. Click the button again to return to normal display size.

Note: When you enable full screen mode, use Alt + Tab to go to the window that you want to share.

DISPLAY CHANGES IN THE PRESENTER'S SHARE POD TO ALL PARTICIPANTS

If you choose to display changes in the presenter's pod to all attendees, the presenter controls the pod size for attendees. For example, if the presenter sets the Share pod to Full Screen mode, the pod also fills the screen of attendees.

In the upper-right corner of the Share pod, click menu icon , and select Force Presenter View.

TURN OFF SHARING BUT KEEP THE SHARE POD OPEN

Click Stop Sharing in the Share pod.

REDISPLAY SHARE POD CONTENT THAT WAS CLOSED

In the upper-right corner of the Share pod, click the menu icon . Then choose Share > Recently Shared, and select the shared document or whiteboard from the submenu.

The submenu lists the five most recent documents. To see previously shared documents, choose Share > Document.

USE A POINTER IN A SHARE POD

When content is displayed in the Share pod, you can use a pointer to call attention to particular areas.

In the upper-right corner of the Share pod, click the Pointer .

Share Your Screen

As a host or presenter in a meeting, you can share windows, applications, or your entire desktop. As a participant in a meeting, to share your screen, a host must give you permission or promote you to a presenter or host.

When you share anything on your computer screen, actions you take in the shared region are visible to all participants in the meeting. Participants follow the progress of your cursor as you move it across your screen.

Hosts can show their cursors without sharing their screens. Choose Meeting > Preferences, and select a Host Cursors option.

The region or regions that you share must be visible on your desktop to be visible in the Share pod to other participants. Overlapping windows on the desktop appear as a blue crosshatched pattern in the Share pod.

OPTIMIZE SCREEN SHARING QUALITY (HOST)

1   Choose Meeting > Preferences.
2   Select Quality and Frame Rate settings that optimize the tradeoff between image quality and speed.

For example, if there are large delays before attendees see changes to a shared screen, reduce the Quality setting. Or, if smooth motion is essential to video you are sharing, increase Frame Rate.

These settings interact with the Room Bandwidth preferences.

SHARE YOUR SCREEN (HOST OR PRESENTER)

1   Do one of the following to open a Share pod:
    a.   Choose Layouts > Sharing.
    b.   Choose Pods > Share > Add New Share.
2   Click the pop-up menu in the center of the Share pod, and select Share My Screen.
3   Click the Share button at the bottom of the Start Screen Sharing window to begin sharing.

SCREEN SHARING OPTIONS

Desktop (or Secure Desktop Sharing) Shares the contents of your desktop. If you have more than one monitor connected to your computer, a desktop appears for each monitor. Choose the desktop that you want to share.

Windows Shares one or more authorized windows that are open and running on your computer. Choose the window or windows that you want to share.

Applications Shares an authorized application and all its related windows that are open and running on your computer. Choose the application or applications that you want to share.

PASS CONTROL OF YOUR SCREEN

While screen sharing, you can pass control of the shared desktop, window, or application to another host or presenter.

1. Start sharing your screen.
2. A host or presenter clicks Request Control on the Share pod title bar.
3. You see a request message in the upper-right corner of the meeting room window. Do one of the following:
   a. Click Accept to grant control of your screen
   b. Click Decline to deny control of your screen

REQUEST CONTROL OF A SHARED SCREEN

Hosts and presenters can request control of the screen, but the request must be granted. Control cannot be taken without permission.

 Click the Request Control button on the Share pod title bar.

If the request is accepted, a message informs you that you have been granted control of the screen. The Request Control button becomes a Release Control button. You can now take control of the shared screen.

RELEASE CONTROL OF A SHARED SCREEN

Click the Release Control button on the Share pod control strip (or in the notification window) to return control of the shared screen to the original Host or Presenter.

CHANGE THE VIEW OF A SHARED SCREEN

If you're viewing a screen shared by another presenter, you can scale the screen to fit entirely within the Share pod, or zoom in for a clearer image.

In the upper-right corner of the Share pod, choose Change View, and then select either Scale To Fit or Zoom In.

PREVIEW YOUR SHARED SCREEN

When sharing an application, window, or desktop on your computer, you can see a preview that shows what participants see in their Share pod.

In the upper-right corner of the Share pod, click the menu icon , and select Preview Screen.

Share a document or PDF

As a host or presenter, you can share documents that have been uploaded to the Content library, or share documents directly from your computer. Sharing documents from the Content library has the following advantages over sharing your screen:

+ Better and higher fidelity viewing experience for participants.
+ Lower bandwidth requirement for presenters and participants.

+ More navigation options with the Adobe Presenter sidebar.
+ Preloading and organizing documents in the meeting room.
+ Easier presentation when multiple presenters are involved.

If you turn off sharing, change the content in a Share pod, or close the Share pod, the document is still part of the meeting room and can be displayed again. To edit a shared document, you must edit the source document and reload it into the meeting.

PDFS IN ADOBE CONNECT

In the Content library, PDFs are stored as PDF files. When shared in a meeting room, PDFs are converted to SWF files to enable synchronized navigation and white board capabilities.

From the Share pod, hosts and presenters can download PDFs. Participants can download PDFs if hosts and presenters click the Sync button to turn off display synchronization.

PDF Portfolios and PDF files that are password protected cannot be converted into SWF files, preventing them from being shared in Connect. In addition, certain PDF features are not supported when sharing PDFs in Connect. In some cases objects within the PDF are either dropped, or only a simple image preview is displayed.

The following objects are dropped in Connect:
+ Comment text (only the sticky note icon is shown)
+ Attachments
+ Bookmarks
+ Audio clips (only the play button icon is shown)

The following objects retain a simple image preview (an image representing the object) in Connect:
+ Forms
+ 3D objects
+ Multimedia objects (audio, video, and SWF files)

SHARE DOCUMENTS

As a host or presenter, you can share the following file types from the Content library or your computer: PPT, PPTX, Adobe PDF, SWF, FLV, JPEG, and MP3 . The Content library is available in Adobe Connect Central.

Note: Adobe Connect does not support progressive-scan JPEG files.

1   Do any of the following:
    a. In an empty Share pod, click the pop-up menu in the center, and select Share Document.
    b. In the upper-right corner of the Share pod, click the menu icon , and choose Share > Document.
2   Select one of the following:

    a. **Whiteboards** Displays whiteboards created for the current meeting.

    b. **Uploaded Files** Displays content uploaded for the current meeting.

c. Click Browse My Computer to upload content for the current meeting. The document is added to the Uploaded Content folder for the meeting in Adobe Connect Central.

d. **My Content** Displays content in your user folder in Connect Central.

3   Select the document that you want to share, and click Open.

The selected document appears in the Share pod. The document name appears in the title bar of the pod.

TURN OFF DISPLAY SYNCHRONIZATION FOR DOCUMENTS

By default, Adobe Connect synchronizes display of documents so that attendees see the frame that the presenter sees. A host or presenter can use the Sync button to turn off synchronization so that attendees can move through presentations or PDF documents at their own pace.

Note: The Sync button appears only when you have multiframe content loaded in the Share pod.

With content loaded in the Share pod, click the Sync button in the lower-right corner to disable synchronization. Controls for presentation playback appear at the bottom of the Share pod.

Share a Presentation

For hosts or presenters who share a presentation in the Share pod, special controls are available for navigating and displaying the presentation. A presentation layout has the following areas:

+ **Presentation** The main part of the window, which displays the presentation slides.

+ **Presentation sidebar** An area on the right side (default location) of the browser window that shows the name of the presentation, the presenter information, and the Outline, Thumb, Notes, and Search tabs (if the tabs were included in presentation theme). If you cannot see the sidebar, click Show Sidebar to the lower-left of the presentation.

+ **Presentation control bar** A bar at the bottom of the presentation that gives you control over the presentation playback, audio, attachments, and screen size. This is visible to hosts only, unless a host chooses to display it to participants. (To see all presentation toolbar options, the presentation file should be loaded to the content library from Adobe Presenter. If you load the PowerPoint PPT or PPTX file directly into the Share pod from your computer, not all presentation toolbar options are visible. You may also need to click Sync to the lower right of the presentation.)

USE THE PRESENTATION OUTLINE TAB

Most presentations have an Outline tab on the sidebar. The Outline tab lists the title and duration of each slide. You can use the Outline tab to display information and to move to a specific slide in the presentation. The current slide is highlighted with a glow color, which you can change in the theme. You can choose to display the highlight outline to all attendees or to hosts and presenters only.

1. Click the Outline tab in the sidebar at the right.
2. To move to a slide in the presentation, click its title in the Outline tab.
3. To show the full slide title, move the pointer over the title.

USE THE PRESENTATION THUMB TAB

Presentations can have a Thumb tab on the sidebar. The Thumb tab shows a small picture of each slide, the slide title, and the slide duration. The current slide is highlighted with a glow color, which you can change in the theme. You can use the Thumb tab to see the contents each slide quickly and to move to a specific slide in the presentation.

Note: If you upload your presentations directly from your computer and into a meeting, the Thumb tab is not displayed. Adobe recommends adding presentations to a meeting from the Content library.

1. Click the Thumb tab in the sidebar at the right.
2. To move to a slide, click its title in the Thumb tab.
3. To show the slide title, move the pointer over the title.

VIEW PRESENTATION SLIDE NOTES

When creating a presentation in PowerPoint, you can enter notes for individual slides. If any slide notes exist, they can be displayed in the presentation. Slide notes appear on the right side of the presentation window. You cannot change the size of the slide Notes tab.

+ Click the Notes tab in the sidebar on the right side.

The complete notes text is displayed. The text is unformatted and cannot be edited directly on the tab.

SEARCH FOR TEXT IN A PRESENTATION

1. Click the Search tab in the sidebar on the right side.
2. Type the text to search for directly into the text box.
3. Click Search.
4. Search results are displayed below the text box. Click any slide title in the results list to display that slide.

PRESENTATION TOOLBAR OPTIONS

You can control the presentation appearance and playback by using the toolbar located at the bottom of the presentation. (To see all presentation toolbar options, the presentation file should be loaded to the Content library from Adobe Presenter. If you load the PowerPoint PPT or PPTX file directly into the Share pod from your computer, not all presentation toolbar options are visible. You may also need to click Sync.)

+ **Play/Pause** Pauses and resumes play of the current slide.
+ **Back** Moves to the previous slide in the presentation.
+ **Forward** Moves to the next slide in the presentation.
+ **Slide progress bar** Shows and controls the playback location within the current slide. The position marker moves as the slide plays. You can drag the marker arrow forward or back in the current slide to change your playback location. You can also

click a specific location on the progress bar to move the slide marker position and slide playback there.

+ **Current slide number** Shows the number of the currently displayed slide and the total number of slides (for example, 2/10).
+ **Status** Shows the status of the current slide, such as Playing, Stopped, No audio, or Presentation complete.
+ **Time** Shows the current slide time and the total slide time as the slide plays (for example, 00.02/00.05).
+ **Audio volume** Shows the volume level that is set for the slide.
+ **Attachments** Displays a small window showing any attachments (for example, documents, spreadsheets, images, URLs) that have been added.
+ **Show/Hide sidebar** Shows or hides the sidebar.

Share a whiteboard Adobe Connect 8 Service Pack 1

A host or presenter (or a participant that has been given rights) can use a whiteboard to create collaborative text, drawings, and other annotations in a meeting.

CREATE AND DISPLAY A WHITEBOARD

A whiteboard allows hosts or presenters to create text, lines, circles, squares, and other freehand drawings in real time during a meeting.

You can use a whiteboard in two different ways in a Share pod:

+ A stand-alone whiteboard allows presenters to create content on a white background.
+ An overlay whiteboard allows presenters to create content over an existing document in a Share pod, adding annotations to and drawing on the document. You can lay a whiteboard over presentations, JPG, SWF, FLV, and PDF documents.

If you turn off sharing, change the content in a Share pod, or close the Share pod, the whiteboard is still part of the meeting room and can be displayed again.
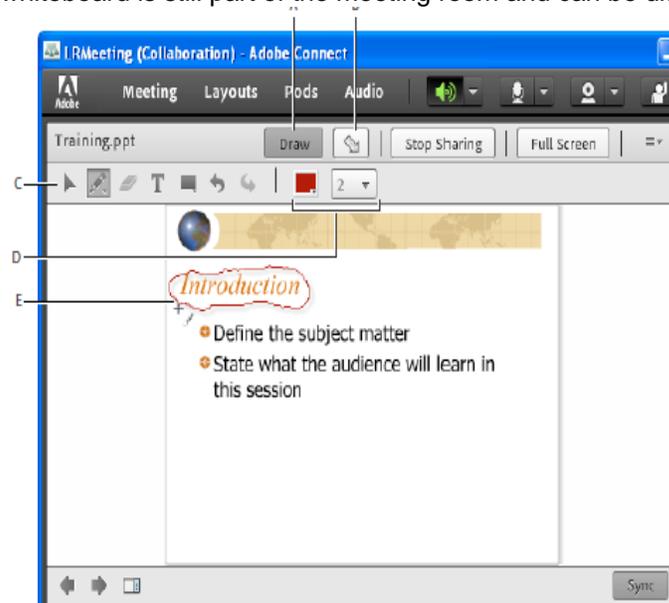
Whiteboard overlay
A. *Show/Hide whiteboard overlay* **B.** *Pointer* **C.** *Whiteboard tools* **D.** *Whiteboard tool options* **E.** *Annotation added using the Pencil tool*

CREATE A STAND-ALONE WHITEBOARD IN A BLANK SHARE POD

+ In the Share pod, choose Share My Screen > Share Whiteboard.

ADD AN OVERLAY WHITEBOARD IN A SHARE POD

+ With the document displayed in a Share pod, do one of the following:
  - In the upper-right corner of the Share pod, click Draw.
  - If you are sharing an application, in the upper-right corner of the application window, click the arrow next to the Stop Sharing button, and select Pause and Annotate.
  - If you are sharing your entire desktop, click the Connect Add-in icon in the system tray (Windows) or icon bar (Macintosh) and select Pause and Annotate.

DISPLAY AN EXISTING WHITEBOARD

+ Select Pods > Share > [name of whiteboard].

NAVIGATE BETWEEN MULTIPLE WHITEBOARD PAGES

A stand-alone whiteboard contains multiple pages that you can move between during a presentation.

+ In the lower-left corner of the Share pod, click the left or right arrow.

WHITEBOARD DRAWING TOOLS

In the upper-left corner of the Share pod, the tools below are available to create text and drawings on the whiteboard.

+ **Selection tool** Selects a shape or area of the whiteboard. Click a shape to select it. Drag on the whiteboard or content to create a selection rectangle that selects all the shapes within the rectangle. The selection rectangle has eight control points for resizing the selected shape or shapes. Shift-drag a corner control point to maintain the aspect ratio when you resize. Select and drag a shape to move it. To add a shape to the selection, Shift-click the shape.
+ **Pencil tool** Creates a free-form line. You can customize stroke color and stroke weight by using the color picker and stroke weight pop-up menu at the lower part of the Whiteboard pod.
+ **Highlighter tool (click Pencil to access)** Creates a free-form thick marker line. You can customize stroke color and stroke weight by using the color picker and stroke weight pop-up menu at the lower part of the Whiteboard pod.
+ **Delete Selected** Deletes items selected with the Selection tool.
+ **Text tool** Creates a floating multiline text field. You can customize fill color, font face, and font size by using the color picker, font pop-up menu, and font size pop-up menu. Drag to create a text area where you can type.
+ **Shapes tool** Click and hold to choose from rectangles, ellipses, lines, arrows, and more. Use the options to the right of the tool to customize appearance. Drag to expand the shape. Hold down the Shift key while dragging to create even width and height for shapes, or snap lines every 45 degrees.
+ **Undo** Undoes the previous action. You can undo the following actions: drawing a shape, moving a shape, resizing a shape, clearing the whiteboard, and changing a shape's property. There is no limit to the number of times that you can perform this operation in the pod.
+ **Redo** Repeats the previous action.

PRINT THE CONTENTS OF A WHITEBOARD

In the upper-right corner of the Share pod, click the menu icon, and select Print.

Upload and Manage Files Using the File Share Pod

Hosts and presenters can upload files to share with meeting attendees either from their computers or from the Content library. Meeting participants cannot upload files; however, the host can change a participant's status to allow them to upload files. Participants who want to upload files should ask the host to change their attendee role or to grant enhanced rights for the File Share pod.

UPLOAD A FILE

1   If you do not have a File Share pod in your meeting room, click Pods > File Share > Add New File Share.
2   In the File Share pod, click Upload File, or choose that command from the pod menu.
3   Navigate to the file, and click Open.

DOWNLOAD A FILE

Meeting attendees can download files from the File Share pod to their computers.

1   In the File Share pod, select the file to download.
2   Click Save to My Computer.

A browser window opens with the Save to My Computer dialog box. (If this window does not appear, adjust the browser's pop-up blocker settings.)

1   Click the Click to Download link.
2   Click Save. Navigate to the desired location, and again click Save.
3   When the downloading process is complete, click Close.
4   Close the browser window that opened in step 2.

RENAME A FILE

This operation changes only the label that appears in the File Share pod; it doesn't change the actual filename.

1   In the File Share pod, select the file that you want to rename.
2   In the upper-right corner of the pod, click the menu icon .
3   From the pop-up menu, select Rename Selected.
4   Type the new name, and click OK.

REMOVE A FILE

1   In the File Share pod, select the file that you want to remove.
2   In the upper-right corner of the pod, click the menu icon .
3   From the pop-up menu, select Remove Selected.

Display Web Pages To Attendees

During meetings, hosts or presenters may want participants to view websites. You can use the Web Links pod to force attendees' browsers to open a designated URL. (Participants who want to add links should ask the host to change their attendee role.)

ADD A NEW WEB LINK

1. If you do not have a Web Links pod in your meeting room, click Pods > Web Links > Add New Web Links.
2. In the upper-right corner of the web links pod, click the menu icon .
3. Select Add Link.
4. Type the URL path, and if desired a URL name.
5. Click OK.

The full list of links appears for both hosts and participants.

DISPLAY A WEB PAGE TO ALL ATTENDEES

1. Select a link in the Web Links pod, or enter a URL in the Browse To box.
2. Click Browse To.

On your screen and each attendee's individual screen, the URL opens in a new instance of the web browser.

RENAME A WEB LINK

1. Double-click a URL name in the Web Links pod.
2. Type the new name in the URL Name box.
3. Click OK.

REMOVE WEB LINKS

1. Select one or more links in the Web Links pod.
2. In the upper-right corner of the web links pod, click the menu icon .
3. Select Remove Selected from the pop-up menu.

Notes, Chat, Q & A, and Polls

TAKING NOTES IN A MEETING

Hosts and presenters use a Notes pod to take meeting notes that all attendees can see. It remains visible in a Notes pod throughout the meeting or until a presenter edits the note or displays a different note. A host can remove the Notes pod from view, or switch to a different room layout that does not contain that Notes pod.

When you type a message in the Notes pod of one layout, the same text appears in other layouts that contain the same pod. With the Add New Notes option, you can create a unique instance of a Notes pod that appears in only one layout.

Hosts and presenters can use the Notes pod in several ways:

+ Create a single, persistent note that is visible to attendees during the entire meeting.
+ Create multiple Notes pods to display different notes.
+ E-mail the contents of a Notes pod or export a text file.

CREATE A NOTES POD

A host can create and display multiple Notes pods, each with its own text. You can use different Notes pods for different layouts and meetings.

+ From the menu bar at the top of the Stage, select Pods > Note > Add New Notes. Or, choose New Note from the Notes pod options menu.

You can rename, move, and resize the Notes pod after it is created.

ADD A NOTE TO A NOTES POD

1. As a host or presenter, click anywhere inside the Notes pod.
2. Type the text that you want to appear in the Notes pod.

EDIT NOTE TEXT

A host, presenter, or participant with enhanced rights can edit the text in a Notes pod. All changes are immediately visible to attendees.

1. Click in the Notes pod to select the text that you want to edit.
2. Edit the text, or change size, style, and color using the options at the top of the pod.

SELECT WHICH NOTES PODS TO DISPLAY

A host or presenter can choose which notes to display.

1. Choose Pods > Notes.
2. Select the name of the note that you want to display.

RENAME A NOTES POD

If you are a host, you can rename a Notes pod after creating it.

+ Do either of the following:
  - Double-click the note name in the pod and enter a new one.
  - Choose Pods > Manage Pods, select the Notes pod, and click Rename.

DELETE A NOTES POD

1. Choose Pods > Manage Pods.
2. Select the Notes pod, and click Delete.

EXPORT NOTES TO A TEXT FILE OR E-MAIL

Hosts can export the contents of a Notes pod. (The Connect Add-in must be installed to use this option.)

1. Click the pod menu icon in the upper-right corner.
2. Select Export Note, and then select either Save As RTF (to create a text file) or E-mail Note.

Chat In Meetings

Use the Chat pod to communicate with other attendees while a meeting is in progress. If you have a question and do not want to disturb the meeting flow, you can send a chat message to another meeting participant. For example, when you first enter a meeting room, you can introduce yourself by sending a chat message to everyone in the room.

As a presenter, you can use more than one Chat pod simultaneously. Chat pods can display content to either everyone or only presenters (in the Presenter Only area).

Chat pod content is persistent, and remains in a meeting room until deleted. If you want to preserve Chat pod content for future use, you can e-mail the content.

SEND A CHAT MESSAGE

Use the Chat pod to compose a chat message and address it to a specific participant, to all presenters at the meeting, or to all attendees.

1   By default, everyone will see the message. To limit the recipients, click the menu icon in the upper-right corner of the Chat pod. Choose Start Chat With, and then select Hosts, Presenters, or specific attendees.
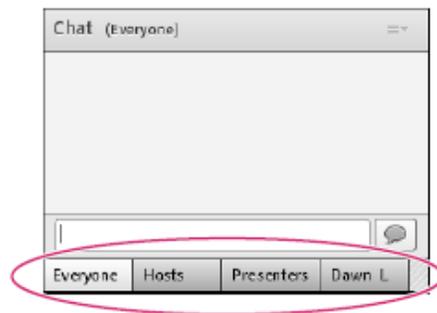
At the bottom of the Chat pod, tabs let you view different conversations.

2   Click the text box in the Chat pod.
3   Enter your message.
4   Do one of the following:
  a.   Click Send Message to the right of the text box.
  b.   Press Enter or Return.

Your name, the addressee name, and your message appear in the Chat pod.

CLEAR MESSAGES FROM A CHAT POD

When an empty Chat pod is required in a meeting, a host or presenter can clear all messages for all attendees.

1   In the upper-right corner of the Chat pod, click the menu icon.
2   Select Clear Chat.

DISABLE PRIVATE CHAT BETWEEN PARTICIPANTS

By default, two participants can chat privately. As a host or presenter, you can disable this option and prevent private chat.

1   Choose Meeting > Preferences.

2   Select Chat Pod from the list on the left.
3   Deselect Enable Private Chat For Participants.

USE CHAT NOTIFICATIONS

If you are a host or presenter using the Connect Add-in, chat notifications let you communicate with your audience while you are presenting and the meeting window is minimized or maximized to full-screen, concealing the Chat pod. If an attendee sends you a message while you are presenting in full screen or screen sharing mode, a notification appears in the lower-right corner of the screen. You can see the sender's name and the first few words of the message in the notification window. By default, chat notifications are enabled. If you don't want notifications to be shown while you are presenting, you can disable them.

1   Choose Meeting > Preferences.
2   Select Chat Pod from the list on the left.
3   From the pop-up menu, choose either Disable or a time duration to display each notification.

FORMAT CHAT TEXT

+ In the upper-right corner of the Chat pod, click the menu icon , and select any of the following:
  - **Text Size** Changes size in your view only.
  - **My Chat Color** Changes your text color in the view of all participants, making your remarks stand out.
  - **Show Timestamps** For hosts only, displays the date and time of chat entries.

E-MAIL THE CONTENTS OF A CHAT POD

Hosts and presenters can e-mail a chat history for future reference.

+ In the upper-right corner of the Chat pod, click the menu icon , and select E-mail Chat History.

Questions and Answers in Meetings

You can use a Q & A pod to answer questions posed by attendees. When a presenter answers a question, the question and answer appear as pairs in the Q & A pod.

Hosts can give participants enhanced rights, letting them answer questions as well.

Here are some examples in which the Q & A pod is helpful:
+ During a large meeting, questions are added to a queue on the Q & A pod while the speaker presents. After completing the presentation, the speaker reviews the messages, applies a filter, and begins answering the questions.
+ A meeting moderator answers logistical questions but forwards technical inquiries to an engineer, who is presenting.
+ A meeting moderator returns certain replies to the sender only. Replies that are relevant to all attendees are sent to everyone in the meeting.
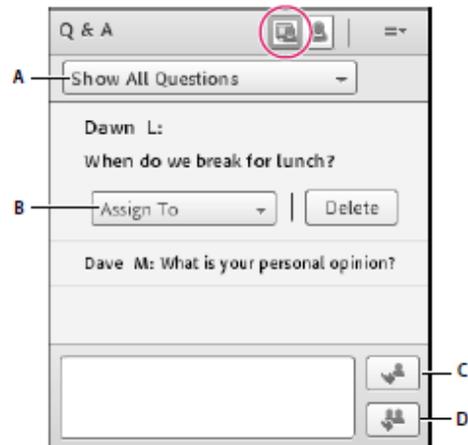
Presenter View of Q&A Pod
A. Filter the list of questions **B.** Forward to another presenter **C.** Reply to the sender only **D.** Reply to everyone

Participant View of the Q&A pod

VIEW THE Q & A POD AS PARTICIPANTS DO

By default, hosts and presenters see the Q & A pod with additional controls, but you can quickly see questions with answers as participants do.

+ In the upper-right corner of the Q & A pod, click either of the following:
  - **Presenter View** displays additional filtering and assignment controls visible only to hosts and presenters.
  - **Participant View** displays the simple list of questions and answers that participants see.

SUBMIT A QUESTION IN THE Q & A POD

1 In the Participant View of the Q & A pod, type your question in the text box at bottom.
2 To the right of the text box, click the Send Question button , or press Return.

ANSWER QUESTIONS USING THE Q & A POD

1. Select an incoming question from the list.
2. Type your answer in the text box at the bottom of the pod.
3. Click one of the following buttons in the lower-right corner of the Q & A pod:
   a. **Answer question to everyone** Sends the answer to all meeting attendees.
   b. **Answer question to submitter only** Sends the answer only to the attendee who sent the question.
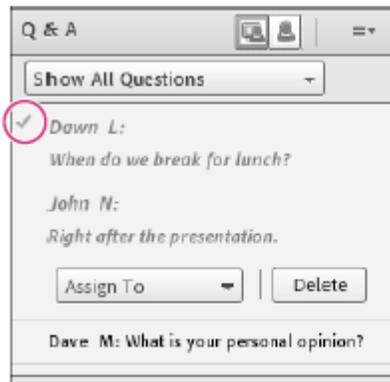
Answered questions appear in italics with a checkmark

ASSIGN A QUESTION TO A SPECIFIC PRESENTER

You can assign questions to presenters with specific expertise, including yourself, preventing others from answering.

1. In the Presenter View of the Q & A pod, select the question from the Incoming Messages list.
2. Select a presenter name from the Assign To pop-up menu.

Presenters can reassign questions to other presenters or choose None to cancel assignment.

Indicators for assigned questions
A. Question mark in pod title bar indicates questions are assigned to you B. Question marks in list indicate specific questions for you C. Lock indicates questions assigned to other presenters

SHOW QUESTIONS WITH DIFFERENT STATUSES

If you are a host or presenter, you can add a filter to the queue of questions in a Q & A pod so that you can see certain questions while hiding others. You can also forward a question to another presenter to answer.

1. In the Presenter View of the Q & A pod, click the pop-up menu in the upper-left corner.
2. Select one of the following:
   a. **Show All Questions** Displays all questions that you have received, starting either with a new pod or from the last time the pod was cleared.
   b. **Show Open Questions** Displays all unanswered questions not assigned to anyone.
   c. **Show Answered Questions** Displays all questions that have been answered.
   d. **Show My Questions** Displays only unanswered questions that have been assigned to you.

DELETE INDIVIDUAL QUESTIONS

You can delete questions to clean up the Presenter View. (Deleted questions and associated answers remain in the Participant View.)

1. In the Presenter View of the Q & A pod, select a question.
2. Click Delete.

CLEAR ALL QUESTIONS

To remove all content from the Presenter and Participant views, do the following:

1. In the upper-right corner of the Q & A pod, click the menu icon .
2. Select Clear All Questions.

HIDE ATTENDEE NAMES FOR QUESTIONS

By default, attendee names appear next to submitted questions, but hosts and presenters can hide those names in Participant View.

1. Choose Meeting > Preferences.
2. In the list at left, select Q & A pod.
3. Deselect Show Submitter Name or Show Presenter Name.

EXPORT Q & A CONTENTS TO A TEXT FILE OR E-MAIL

1. In the upper-right corner of the Q & A pod, click the menu icon .
2. Choose Export Q & A Logs, and then select either Save As RTF or E-mail Q&A.

Polling Attendees

Hosts and presenters can use the Poll pod to create questions, or *polls*, for participants and to view the results. Only hosts and presenters control poll management and how polls appear to meeting participants. Hosts can also cast votes.

Polls are useful during a meeting if you want instant feedback on what is being presented. Polls can also be used at the end of a meeting to find out if participants felt the meeting, content, and presenters were high quality.

CREATE A POLL

1 If the Poll pod is not displayed, click the Pods menu and select Poll > Add New Poll.
2 In the upper left of the pod, choose Multiple Choice or Multiple Answers.
3 Enter a question into the Poll pod. Then enter one or more answers, and click Open.

CLOSE THE ANSWER PERIOD FOR A POLL

+ At the upper right of the Poll pod, click Close. (Results are sent to the application server). *Click continue a poll, click Reopen.*

EDIT A POLL

Note: *If you edit an open poll, current results are lost.*

1 Click Prepare in the upper-right corner of the Poll pod.
2 Edit the text.
3 Click Open.

VIEW POLL RESULTS

As a host or presenter, you can view poll results. These results are updated in real time as participants continue to cast or change their votes.

1 In the upper-right corner of the Poll pod, click the menu icon .
2 Select Results Format, and choose a display option: percentages, numbers, or both.

The overall responses appear in the Poll pod. To view responses from individual participants, click View Votes.

SHOW POLL RESULTS TO PARTICIPANTS

By default, only hosts and presenters can see poll results, but you can show them to all participants by doing the following:

1 In the upper-right corner of the Poll pod, click the menu icon .
2 Select Broadcast Results.

NAVIGATE AMONG POLLS

You can create multiple polls and navigate among them quickly and easily.
1 In the upper-right corner of the Poll pod, click the menu icon.
2 Choose Select Poll, and select a poll name.

CLEAR POLL ANSWERS

1 In the upper-right corner of the Poll pod, click the menu icon .
2 Select Clear All Answers.

Breakout Rooms

Breakout rooms are subrooms that can be created within a meeting or training session. They are useful for splitting a large group into smaller groups that can talk or

collaborate. Breakout rooms can be used in meetings and training sessions that have 50 or fewer people. Hosts can create up to 5 breakout rooms for a single meeting or training session.

For example, if you have 20 people in a session, you could create 4 breakout rooms and move 5 attendees to each room. In the breakout rooms, the attendees can speak to each other (depending on the audio configuration), use the Chat pod, collaborate on a whiteboard, and share their screens. The host can visit all of the breakout rooms to assist and answer questions.

When work in the breakout rooms is complete, the host can end the breakout session and return attendees to the main room. Hosts are able to share what happened in the breakout rooms with everyone. If necessary, the host can return attendees to their same breakout rooms. If you use the room again, you can also reuse the breakout room layout and content. (However, the assignment of attendees to breakout rooms is not retained.)

Audio in breakout rooms
Note: Breakout rooms in audio conferences that use universal voice do not have their own audio, just the audio from the main meeting room. If your organization requires that all online conversations be recorded, consider using the compliance and control settings to disable breakout rooms.
If an integrated telephony provider supports Adobe Connect breakout rooms, each breakout becomes a separate audio conference. When breakout rooms are closed, all attendees return to the main audio conference line automatically.
When using a non-integrated provider that supports audio breakouts, manually configure your telephony breakouts (using private audio bridges) to match the online breakout rooms.
If your provider does not support audio breakouts, instead use VoIP with computer microphones. A separate VoIP audio channel is created for each breakout room, allowing each to have separate conversations. Participants are automatically assigned the role of presenter in a breakout room, giving them full VoIP rights. When a host ends a breakout session, everyone returns to the main meeting room and VoIP audio channel.
If VoIP is not possible, attendees can use the Chat pod to communicate in breakout rooms.

About breakout room layouts
Hosts can use the default breakout room layout or design a new layout to use specifically with breakout rooms. Create a custom breakout room layout if you want to do preparatory work before sending content and people to breakout rooms. This can help meetings go faster and be better organized.

The layout active when you click the Start Breakouts button is reproduced in all breakout rooms. For example, if layout 1 is active and you begin breakouts with three rooms, those 3 rooms use layout 1. If you change the meeting or training session to layout 2 and add breakout room 4, then breakout room 4 uses layout 2.

There are cases where you may want to have different layouts for different breakout rooms. For example, different breakout rooms may contain different content or attendee exercises. In this case, create separate layouts for the breakout rooms and ensure that the desired layout is active when you click Start Breakouts.

If you want different content in each breakout room but do not require different layouts, prepare the rooms before attendees join the meeting or training session. First configure the number of breakout rooms required, and then click Start Breakouts

and move yourself from room to room, loading the required content into each Share pod. Then, end the breakouts. When attendees join and you click Start Breakouts again, the content is ready. (If necessary, you can also alter the layout and content of breakout rooms during a meeting.)

Creating and Managing Breakout Rooms

DEFINE BREAKOUT ROOMS AND ASSIGN MEMBERS

While in a meeting or training session, hosts can create breakout rooms and send attendees into the rooms.

1. In the Attendees pod, click the Breakout Room View button
   Note: Only the host sees the Breakout Room View of the Attendees pod.
2. In the Attendees pod, three breakout rooms are available by default; click the Create A New Breakout button until you have the number of rooms you want (the maximum available is 5).
3. Assign attendees to breakout rooms by doing either of the following:
   - Manually select an attendee name in the list (use control-click or shift-click to select multiple attendees). Then either select a breakout room from the pop-up menu, or drag attendees to a breakout room.
   - Automatically assign attendees to breakout rooms by clicking the Evenly Distribute From Main button . (Attendees previously assigned to specific breakout rooms remain in those rooms.)
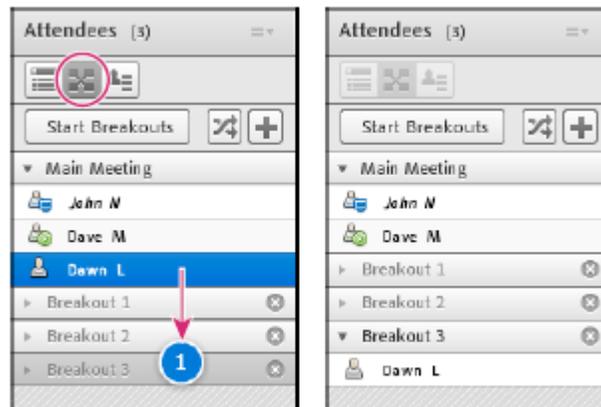
Before and after dragging attendees to different breakout rooms

BEGIN A BREAKOUT SESSION

In breakout rooms, attendees are automatically assigned the role of presenter. This gives them all presenter rights such as sharing their voice, sharing content in the Share pod, modifying whiteboards, and adding text to the Notes pod. When attendees are returned to the main room, they revert to their prior status.

Note: All attendees, even ones who sign in as guests, can download shared content in breakout rooms.

1. In the Attendees pod, define breakout rooms, and assign attendees to the rooms.
2. Click Start Breakouts.

Attendees are placed in the breakout rooms to which they were assigned.

Breakout room with attendees assigned as presenters

Note: *If you are recording a meeting or training session and send attendees to breakout rooms, the recording continues to record only the main room.*

VISITING BREAKOUT ROOMS

When breakout rooms are in use, hosts can visit different rooms, including the main room.

+ To visit another room, drag your name to it in the Attendees pod.

SEND A MESSAGE TO ALL ATTENDEES IN BREAKOUT ROOMS

Hosts can broadcast messages to all breakout rooms. This can be useful if you have noticed one or more rooms have a similar question. It is also a good practice to send attendees in breakout rooms a warning message a few minutes before ending breakout sessions and returning them to the main room. This allows attendees to finish speaking, loading files, and working on the whiteboard before a breakout sessions ends.

+ In the upper-right corner of the Attendees pod, click the menu icon , and choose Broadcast Message.
+ Type the message, and then click Send.

Attendees in all rooms see the message in the center of the Connect window.

COMMUNICATE ATTENDEE STATUS IN BREAKOUT ROOMS

Either with or without the Host present, use the options in the Attendee Status View of the Attendees pod. For example, ask a question and ask the attendees to respond by using the status options Agree or Disagree.

CONDUCT A POLL IN BREAKOUT ROOMS

Hosts can conduct separate polls in each individual breakout room by placing themselves in the rooms and opening Poll pods.

ASKING AND ANSWERING QUESTIONS IN BREAKOUT ROOMS

Attendees in breakout rooms can ask hosts a question at any time, whether a host is in their breakout room or not.

+ To verbally ask a host in the same breakout room a question, use the audio provided (VoIP or telephony).
+ To type a question for hosts in the same breakout room, use the Chat pod menu to send a message to the host. The host can then respond in the Chat pod to the attendee alone or everyone.
+ To ask all hosts in the meeting a question, type in the Send Message To Hosts box, and then click the Send button . The question appears to all meeting hosts in a small message box with the attendee's name. Hosts can respond by entering the attendee's breakout room and using the Chat pod.

CHATTING IN BREAKOUT ROOMS

If the Chat pod is available in the breakout room, use chat to communicate with others in your room only. You cannot chat with attendees in different breakout rooms.

END A BREAKOUT SESSION

Only hosts can end a breakout session. When breakout rooms are closed, all attendees are returned to the main meeting room.

+ In the Breakout Room View of the Attendees pod, click End Breakouts.

SHARE BREAKOUT ROOM CONTENT IN MAIN ROOM

After ending a breakout session, hosts can share the contents of a single breakout room with everyone in the main room.

+ In the main room, choose Pods > Breakout Pods.
+ Select a breakout room name, and then select Chat, Share, or Whiteboard.

The selected content appears in a new floating pod. The contents are view only and cannot be changed or edited.

REOPEN CLOSED BREAKOUT ROOMS

After ending a breakout session, you can return attendees to the breakout rooms again. The configuration of rooms and assigned users remains in place for the entire meeting.

1   In the Attendees pod, click the Breakout Room View button .
2   (Optional) Make changes, such as adding a room, deleting a room, or moving attendees into different rooms.
3   Click Start Breakouts.

REMOVE BREAKOUT ROOMS

Note: In the Pods menu, pods from breakout rooms remain available until you remove them in the Attendees pod.

+ To remove all rooms, click the Attendee pod menu , and choose Remove All Rooms. To store pod content, select Save Pod Information For Future Reference, and enter a session name. (You can reaccess saved pods from the Pods > Breakout Pods menu.)
+ To remove an individual breakout room, including all pods and content it contains, click the X button to the right of the room name. The numbering of subsequent rooms is adjusted to ensure continuity.

Managing Attendees Adobe Connect 8 Service Pack 1

In the Attendees pod, everyone can quickly see who is logged in to a meeting. Hosts and presenters can monitor attendee names, roles, and statuses (such as Raised Hand or Agree).
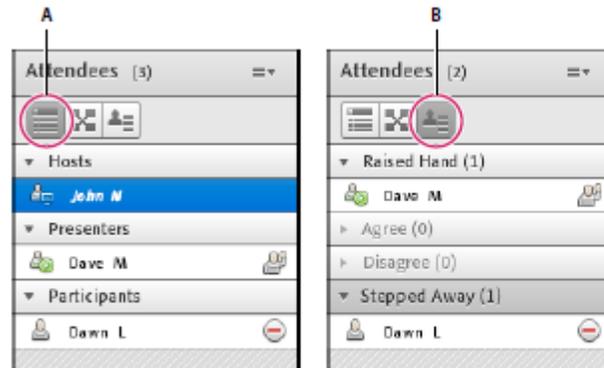
Use the Attendee (A) and Attendee Status (B) views to monitor names, roles, and discussion status.

VIEW OR CHANGE AN ATTENDEE'S ROLE

A host can change the role of any attendee in the Attendees pod, promoting and demoting attendees as necessary.

ABOUT ATTENDEE NAMES

Adobe Connect users who logged in with a password appear with their full name in the Attendees pod, as it is registered in Adobe Connect Central. If an attendee is logged in to a meeting as a guest, the name in the Attendees pod is the name that the guest entered at login. Within a role group (hosts, presenters, and participants), attendee names are organized alphabetically.

CHANGE AN ATTENDEE'S ROLE

As a host, you can demote yourself to a presenter or participant, revealing how attendees with other roles see the meeting room.

1   In the Attendees pod, select one or more attendees. (Shift-click to select multiple.)
2   Do either of the following:
    - Drag the attendees to different roles.
    - From the pop-up menu, select Make Host, Presenter, or Participant.
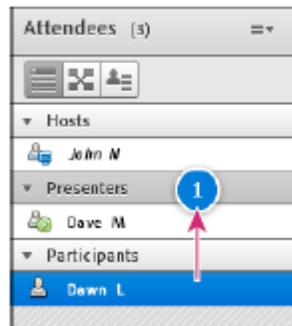
Dragging attendees to different roles

AUTOMATICALLY PROMOTE PARTICIPANTS TO PRESENTERS

If all participants in a meeting will be presenting, do the following:

+ Choose Meeting > Manage Access & Entry > Auto-Promote Participants to Presenters.

ASSIGN ENHANCED PARTICIPANT RIGHTS

Hosts can change the rights of a participant to give them control over selected pods. This enhances a participant's rights without promoting the participant to the presenter or host role.

1. In the Attendees pod, select the name of one or more participants.
2. In the upper-right corner of the pod, click the menu icon.
3. Select Attendee Options > Enhanced Participant Rights.
4. In the dialog box, select the pods that you want the participant to control.

REMOVE AN ATTENDEE FROM A MEETING

1. In the Attendees pod, select the attendees you want to remove.
2. In the upper-right corner of the pod, click the menu icon , and choose Remove Selected User.

VIEW AND CHANGE ATTENDEE STATUS

By default, participant status is blank in the Attendees pod. However, participants can change their own status. When a participant selects a status, an icon appears to the right of the participant's name. Participants can clear their status at any time during a meeting.

VIEW ATTENDEE STATUS

+ In the Attendees pod, do either of the following:
  - To view statuses grouped by hosts, presenters, and participants, click the Attendee View button.
  - To view groups of attendees who share a status (such as Disagree), click the Attendee Status View button.

Attendee status	Icon	Duration
Raise Hand		Remains displayed until attendee or host clears
Agree		Remains displayed until attendee or host clears
Disagree		Remains displayed until attendee or host clears
Step Away		Remains displayed until attendee clears
Speak Louder		10 seconds
Speak Softer		10 seconds
Speed Up		10 seconds
Slow Down		10 seconds
Laughter		10 seconds
Applause		10 seconds

CHANGE YOUR STATUS (PARTICIPANT)

When you select the Speak Louder, Speak Softer, Speed Up, Slow Down, Laughter, and Applause statuses, the icon for the status shows in the Attendees pod for 10 seconds. The Raise Hand, Agree, and Disagree status icons remain visible until you or the host remove them manually. The Stepped Away status icon can only be removed by an attendee themselves.

In application bar, click triangle to right of status button to access other statuses

1   In the application bar, click the triangle to the right of the status button.
2   Select the status you want to show to all attendees.

To quickly toggle the Raised Hand status, simply click the button to the left of the menu. (If you select the Raise Hand status and then select another status, the second status icon is displayed, but the Raised Hand remains in effect.)

CLEAR A PARTICIPANT'S STATUS (HOST)

1. In the Attendees pod, select one or more participant names.
2. In the main menu, click the triangle to the right of the status button, and choose Clear Status.

CLEAR EVERYONE'S STATUS (HOST)

From the Attendees pod menu, choose Clear Everyone's Status.

DISABLE HAND RAISING OR CHANGE NOTIFICATION DURATION

1. Choose Meeting > Preferences.
2. In the list on the left, click Attendees Pod. Then do either of the following:
   a. Select Disable Raise Hand.
   b. Choose notification duration from the pop-up menu. Select Persist In Screen Share if you want notifications to remain visible during screen sharing until a host closes them.