

What is Adobe Connect?

Adobe Connect is a tool for Internet-based meetings. The most commonly used tools in Adobe Connect enables you to:

- communicate via chat, audio and video,
- present PowerPoint- and pdf-documents, images, movies,
- collaborate with the aid of shared notes and whiteboard

You can also:

- share your screen
- record meetings

Advantages

- You decide how basic or advanced the meeting rooms will be.
- You create your own meeting rooms. No reservations are necessary. You can prepare them in advance by uploading material. Everything is stored in the rooms between sessions. You control what content is hidden or displayed to the other participants in the room.
- You invite the participants by providing a link of linking from a webpage. Participants can login either as a guest or with their user credentials from affiliated institutions of higher education

What kind of equipment do you need?

- En relatively new computer, preferably not older than three years
- A usb-headset
- A wired Internet connection (mobile broadband or WiFi is NOT recommended)
- Web camera (optional)
- A conference microphone if you are participating in group meetings

Equipment can be borrowed as follows:

HHJ: reservation via KronoX by all HHJ staff, available from Kajsa Linnarsson

- Chat 150 conference microphone
- Logitech web camera
- Hanvon drawing pad
- Logitech wireless headset (must be charged prior to use)

HLK: reservation via KronoX by all HLK staff, available from Gabriella Pajic

- Chat 150 conference microphone
- Chat 170 conference microphone
- Logitech web camera

JTH: available in the studio, will be reserved via KronoX in the future, but until then contact Jörgen Gustafsson

- Chat150 conference microphone
- Web camera

JIBS: Booked through Kronox (named: konferenstelefon med högtalare samt kamera) and picked up from the storage room in the coffee room on floor 7

- Conference microphone
- Web camera

HS: available and reserved via ICT

- Chat150 conference microphone
- Logitech web camera

If you participate in Adobe Connect-meetings on a regular basis, it might be a good idea to order a set of headset and web camera from IT-service after an approval from the appropriate manager at your department. The request is then done through the service portal on the intranet by clicking the “order other IT” icon and filling out the request form.

Logging in

In order to log in to Adobe Connect, enter the following link: <http://connect.sunet.se>.

Select a login provider for ... ?

SUNET E-Meeting Service

jönköping University
×

Jönköping University
 The Jönköping University Identity Provider is used by employees and students at the university.

Select Jönköping University. You will then be redirected to a new page where you log in with your regular user name and password provided by JU.

JÖNKÖPING UNIVERSITY

connect.sunet.seServiceName
 You have asked to login to connect.sunet.se

Username:

Password:

[IT Helpdesk](#)
[Service description and privacy policy](#)

Once logged in, you will be redirected to your personal Adobe Connect page. You can browse all the meeting rooms that you have access to, as well as the option to create new meeting rooms.

The screenshot displays the Adobe Connect web interface. At the top, the header includes the Adobe Connect logo, navigation links (Home, Content, Meetings, Reports, Administration), and user information (My Profile, Help, Logout: David Lundgren). Below the header, there are buttons for 'Create New: MEETING' and 'CONTENT'. The main content area is divided into two sections: 'My Meetings' and 'Davids labb Overview'.

My Meetings

Name	Start ...	Role
Davids labb	12/12...	Host
SUNET dagar KTH 23/24 Okt 2013	02/22...	Partic...
CHILD-seminar	09/25...	Host
Test	10/07...	Host
Connect Supporters	08/25...	Prese...

Davids labb Overview

Name: Davids labb
URL: <https://connect.somet.se/r1wrn4siwd/>
Summary:
Start Time: 12/12/2013 8:45 AM
Duration: 01:00
Language: English

Conference Numbers:
Participant Code:

A vertical 'Feedback' button is located on the right side of the 'Davids labb Overview' section.

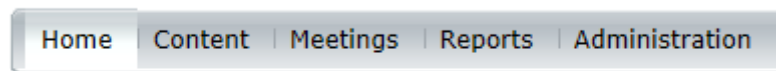
How do I create a new meeting?

Once logged in, you can create new rooms, in which you will automatically be set to “host”. All meetings you create will remain in the list until you delete them yourself. If you are using Adobe Connect in several courses simultaneously – create different rooms for each course! All documents you upload and any settings you use will be stored in each room between meetings.

Creating a room

Click on the button labeled: Meeting.

ADOBE® CONNECT™



Create New:



Enter the information in the web form, please note that the following information is very important:

- *Name*, the name of the meeting room. Try to name it in such a way that makes it easy to understand the purpose of the meeting, for example “Seminar in psychology, February 05”.
- *Custom URL*, is the web address the participant enter when attending the meeting: <http://connect.sunet.se/customname>.

NOTE! All names have to start with a letter, then followed by underscores or numbers.

- *Access* defines who will be allowed to attend the room and if the host has to grant access to them or not.

You do not have to set a date or time. Skip everything below the grey line and click Next twice and then Finish.

Enter Meeting Information

Enter Meeting Information > Select Participants > Send Invitations

Meeting Information

Name: *

Custom URL:

https://connect.sunet.se/

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

Summary:

(max length=4000 characters)

Start Time:

7 February 2014 01:00 PM

Duration:

01:00 hours:minutes

Select Template:

Shared Templates\Default Meeting Template

Language: *

English

Access:

Only registered users may enter the room (guest access is blocked)

Only registered users and accepted guests may enter the room

Anyone who has the URL for the meeting can enter the room

Optional Passcode Protection (in addition to the Access settings above)

Users must enter room passcode

Audio Conference Settings

Do not include any audio conference with this meeting.

Include this audio conference with this meeting:

(Please note that audio conference setting changes would be effective for new meeting sessions only.)

Include other audio conference with this meeting.

Conference Number(s):

Moderator Code:

Participant Code:

Update information for any items linked to this item.

* - indicates required fields

How do I enter a meeting?

Always connect the web camera and headset prior to launching Adobe Connect

Enter the link in your web browser (but avoid Google Chrome), enter as either Guest or with your JU account if it is a meeting where the address begins with connect.sunet.se.

To use your JU account, click on Login SWAMID.

Enter as a Guest

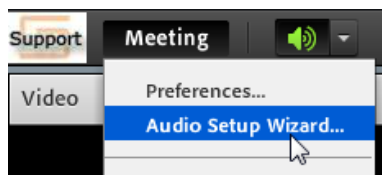
Name

Enter with your login and password

Before the meeting

When you enter the room:

Run the Audio Setup Wizard which can be found under the Meeting menu.



Step 1 – record sound. Click the button Play sound and make sure that the sound is heard from your headphones and not any external speakers.

Step 2 – select microphone. If you have a head set with an usb connection, select the microphone labeled usb headset, usb audio device or similar.

Step 3 – test the mikrophone. Click the Record button and record a short sentence. You can also tap the microphone to make sure that it is recording properly. Click Stop and then Play recording to listen to your recording.

Step 4 – reduce noise. Click the Test silence button and stay completely silent until the test is over. This filters out disturbing background noise from the air condition or similar machinery.

Once back in the meeting room, you can now do the following:

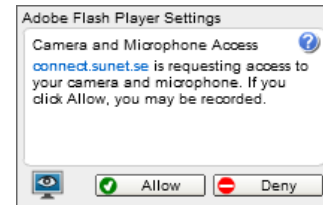
Start the camera by selecting Start my webcam in the video window or by selecting the camera icon at the top of the window (only available if you have permission to send video). Click again if you want to turn off your web camera.



Start your microphone by clicking the microphone icon at the top of the window (only available if you have permission to send audio) Click again if you want to turn off your microphone.



The first time you start either a camera or a microphone or during the Audio Setup Wizard you will receive a message regarding camera and microphone access. Click “Allow”.



When you start the camera it will automatically enter “preview mode”. To share the camera, click “Start sharing”.

Please note!

- If attending a meeting from home, make sure that no one else engages in high capacity Internet use, like streaming video or online gaming
- Close other audio/video software like Skype or Spotify in advance
- Enter the meeting in advance to have enough time to adjust settings etc.
- It is recommended to run the Audio Setup Wizard before each session.

Pods

Each section in a meeting room is called a “Pod”. There are a few different pods available, and they can be adjusted both in size and placement. Some of the most commonly used are described below.

Share

In the “Share” pod you can share your screen, documents or a whiteboard. Supported file types:

- Images (jpg, png)
- Flash (swf, flv)
- PowerPoint (ppt, pptx)
- PDF (pdf)
- Mp3
- Mp4
- F4V
- Zip Files (zip) (please note that the zip file must contain supported file types)

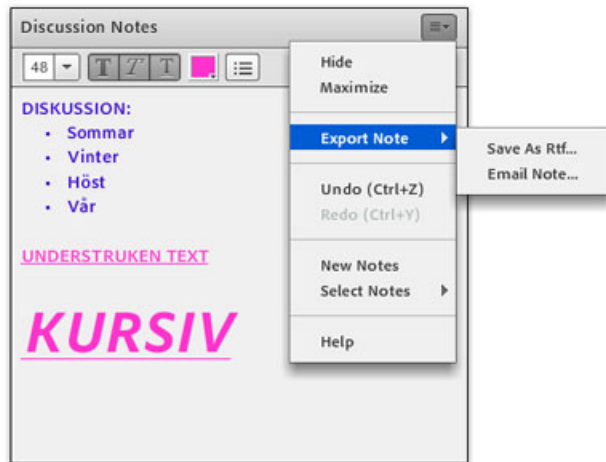
Chat

The chat pod is designed for questions and discussions. The chat pod is especially effective when there are multiple participants in the meeting room. The host can save the chat log and browse it after the meeting. The chat log can also easily be sent to the host in an email.

Different colors can also be used in the chat, the host can for instance be assigned a different color to distinguish him or her from other chat participants.

Notes

The Note pod can be used to write down short notes. Common word processing tools are available. The notes can be exported as an .rtf-file which can be opened in common word processors while keeping the correct formatting. The notes can also be sent as an email as shown below.



Layouts

Layouts contains different pods and a host can easily switch between different layouts if needed instead of opening and closing different pods. A layout panel is located on the right-hand side of the screen (only available for hosts) and can also be opened from the layout menu if it has been closed by accident.

- Discussion
The Discussion-layout contains a larger video pod and enables better discussions between meeting participants.
- Sharing
The Sharing-layout emphasizes the share-pod, and provides a better view of shared documents or desktops
- Collaboration
The Whiteboard-pod is emphasized for mutual use of the virtual whiteboard for drawing, writing etc.

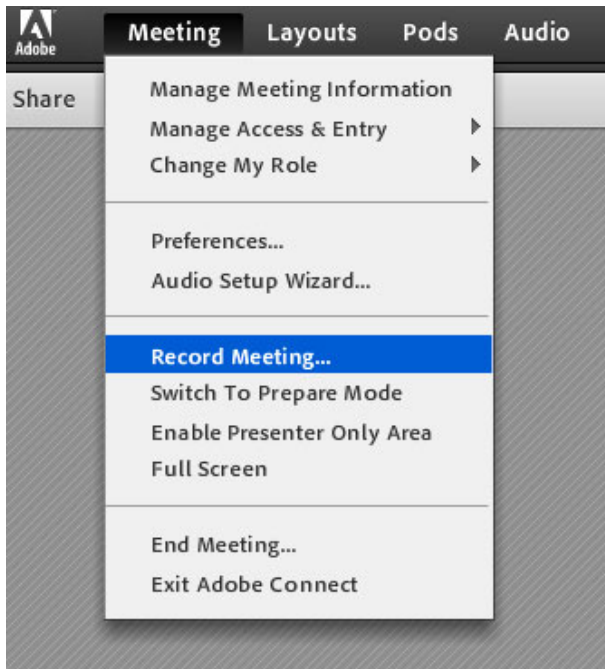
Participants

- Roles
 - Participant
are only allowed to listen to a meeting and write in the chat pod. *Guests* are automatically assigned this role unless participants are automatically assigned the role as *Presenter*.

- Presenter
In addition to the rights assigned to Participants, Presenters are permitted to send audio and video as well as use of most pods. Presenters can also maximize and reset pods. Presenters can also see the Presenter only area if the Host has enabled it.
- Host
Owns the meeting room and have full permissions. In addition to the rights assigned to Presenters, Hosts may change the name of pods, open new pods, resize or move pods, create breakout rooms, activate the presenter only area, add/remove rights, record the meeting, manage users in the Attendee list (change name, block, mute sound/pause video), switch to prepare mode as well as switch between layouts.
- It is possible to change the role of a participant by:
 - Drag and drop in the Attendee List
 - Attendee List -> hover the mouse over the attendee -> Make Host/Make Presenter
 - Attendee List -> select one or more attendees -> options-menu in the Attendee List -> Change role
 - In the Meeting menu -> Manage Access & Entry, check Auto-promote Participants to Presenters

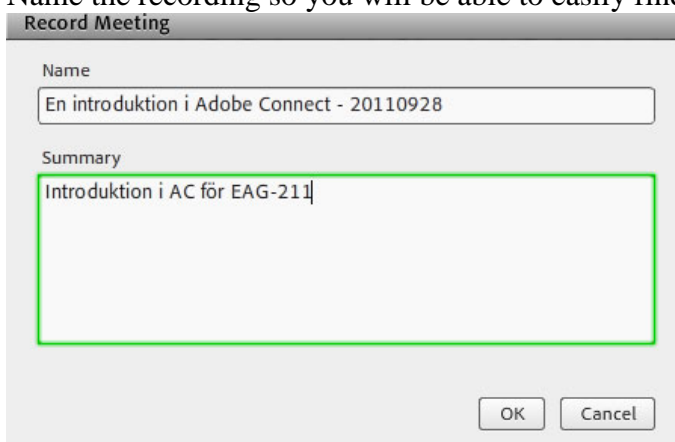
Recording a meeting

The host can record a meeting. Attendees should always be notified in advance that the meeting will be recorded.



This is where the host and the meeting attendees can see that the meeting is being recorded, and also where the host can pause or stop the recording.

Name the recording so you will be able to easily find it later.

A screenshot of the 'Record Meeting' dialog box. It has a title bar with the text 'Record Meeting'. Below the title bar, there is a 'Name' field with the text 'En introduktion i Adobe Connect - 20110928'. Below the name field is a 'Summary' field with the text 'Introduktion i AC för EAG-211'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Everything on the screen will be recorded.

Note: If Breakout rooms are used, only the meeting room will be recorded.

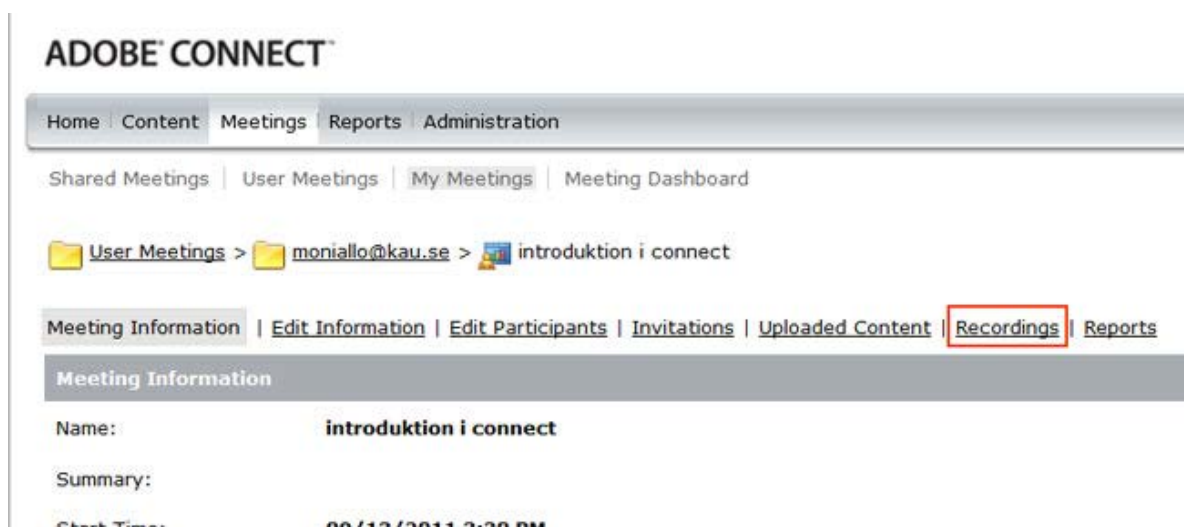
Click "Stop Recording" to end the recording.

Locating recordings

Recordings are automatically stored in the room in which they are recorded. If the recording will be shared it first has to be made "public", which is easiest done by clicking "Meeting" --> "Manage Meeting Information".



The click "Recordings"



Sharing the recording

Select the appropriate recording and click "Make public" and then the link to the recording. Copy the link and send it to the recipients.

ADOBE CONNECT

Home | Content | Meetings | Reports | Administration

Shared Meetings | User Meetings | My Meetings | Meeting Dashboard

User Meetings > moniallo@kau.se > introduktion i connect

Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | Recordings | Reports

Delete | Move To Folder | **Make Public** | Make Private

Name	Edit	View Original	Offline	Access	Recording Date	Current Duration	Duration
test2	Edit	-	Make Offline	Public	11/03/2011 2:10 PM	-	00:00:42
introduktion i connect_1	Edit	-	Make Offline	Private	10/03/2011 2:35 PM	-	00:02:09
test_av inspelning	Edit	View Original	Make Offline	Public	09/20/2011 10:08 AM	00:00:57	00:01:54

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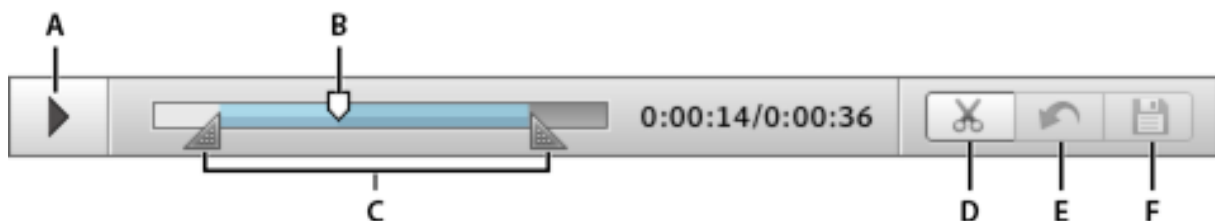
Downloading the recording

In order to make the file available for sharing, for example via embedding it as a YouTube video, the file must first be made “offline”. This is done by "Make offline". The file is then downloaded to your computer and can then be seen without an internet connection. It can also be uploaded to a video service like YouTube. Please note that the process of making the file available offline is equal to the length of the meeting. A two hour meeting will thus take two hours to download.

Edit a recorded meeting

Editing a recording is useful if the recording contains sections of silence or unnecessary information that you want to remove before making the recording available.

1. From the Adobe Connect Central home page, click Meetings or Training, and then click the meeting or classroom that includes the recording.
2. Click Recordings.
3. Click Edit next to the recording that you want to edit.
4. Simply click the Play button to watch the recording from the beginning, or first drag the progress marker to a specific location.



Controls for recorded meetings

- A. Play button
- B. Progress marker
- C. Selection markers surrounding selection
- D. Cut
- E. Undo
- F. Save

5. Use the selection markers to specify the areas of the recording you want to remove, and click the Cut button.

6. (Optional) At the left of the meeting window, click the triangle to show the Events Index pane, where you can Navigate to specific events in recordings.


7. (Optional) To remove changes, click Undo to remove individual edits made you last saved, or Revert to Original to restore the recording to its original state.

8. Remove any additional sections. When you have finished, click Save.

Create layouts

The Layouts menu and the Layout bar are visible only to Hosts. The default layouts are **Sharing**, **Discussion**, and **Collaboration**.

❖ To create a blank layout to which you manually add pods, or a duplicate of an existing layout, do one of the following:

- Choose *Layouts > Create New Layout*
- Click  in the Layout bar

Rename a layout

1. To rename a layout, choose *Layouts > Manage Layouts*.
2. In the Manage Layouts dialog box, select a layout.
3. Click **Rename** and enter a new name.

Delete a layout

To delete a layout, choose *Layouts > Manage Layouts*, do the following:

1. In the Manage Layouts dialog box, select a layout.
2. Click **Delete** and confirm.

Or, in the Layout bar, move the pointer over the layout and then click the X icon that appears to delete it.

Note: If you delete a layout that is currently in use, default Sharing layout is applied to the meeting.

Reorder layouts

To change the order the layouts, choose *Layouts > Manage Layouts*.

1. In the Manage Layouts dialog box, select a layout.
2. Click **Up** or **Down** buttons to reorder the layouts.

You can also drag the layout preview in the Layout bar to change the order of the layouts.

Change layouts during a meeting

When a Host chooses a different layout, the new layout appears on every attendee's screen.


❖ To change the layout, do one of the following:

- Choose *Layouts > [Layout Name]*
- Click a layout in the Layout bar.


Note: If the layouts don't fit in the Layout bar, scroll through them and hover the pointer over the first or the last preview. You can also use the panning options or the mouse wheel to scroll through.

Adjust layouts during a meeting

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

Choose *Meeting > Switch to Prepare Mode*. Alternatively, click  in the Layout bar.

From the Layouts menu or the Layout bar, choose the layout you want to adjust. Then move, hide, or show pods as needed.

When you finish adjusting the layout, choose *Meeting > End Prepare Mode* or click  in the Layout bar.

Reset Layouts

Reset layouts to revert to the default layouts. Any modifications to the Sharing, Discussion, and Collaboration layouts are reverted, and custom layouts are deleted.

❖ Choose *Layouts > Reset Layouts*.

Note: You cannot reset layouts if a meeting is being recorded.

Specify Layout bar options


Layout bar options let you specify the docking position, and Auto hide settings. Do one of the following:

- ❖ From the Layout bar menu, choose one of the following:




Dock to the left - Enable to dock the Layout Bar to the left edge of the meeting room window.

Dock to the right - Enable to dock the Layout Bar to the right edge of the meeting room window.

Auto Hide - Enable to Auto Hide the Layout Bar. Click the  to pull out the Layout Bar.

Presenter only area

A second display area, the *Presenter Only area*, is visible to Hosts and Presenters, not Participants. 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*.

Breakout rooms

Breakout rooms are sub rooms 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 200 or fewer people. Hosts can create up to 20 breakout rooms for a single meeting or training session. 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 meeting. 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 when they have left the main room.)

Define breakout rooms and assign members

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


In the Attendees pod, click the **Breakout Room View** button .

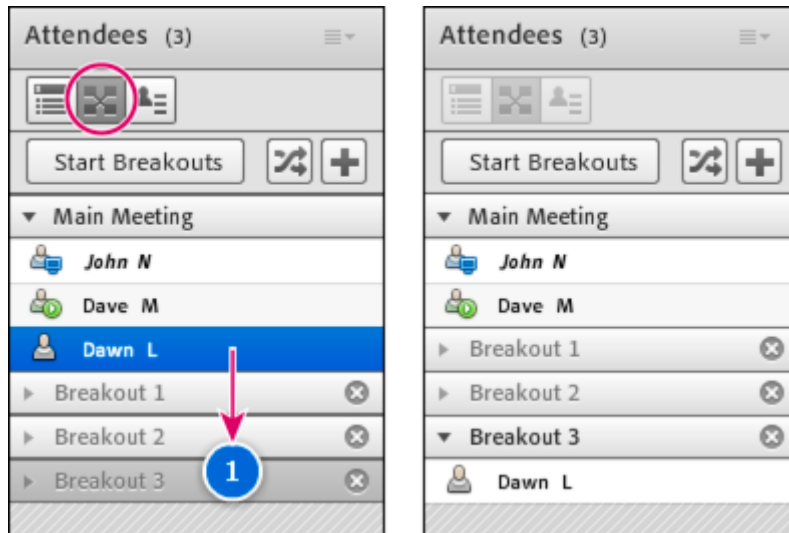
Note: Only the host sees the **Breakout Room View** of the Attendees pod.

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 20). The

rooms will get the same layout as the current in the main meeting the first time you start a breakout session.

Assign attendees to breakout rooms by doing either of the following:

- Manually select an attendee name in the list (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. They can start audio and video and use all open pods. When attendees are returned to the main meeting, they revert to their prior status.

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

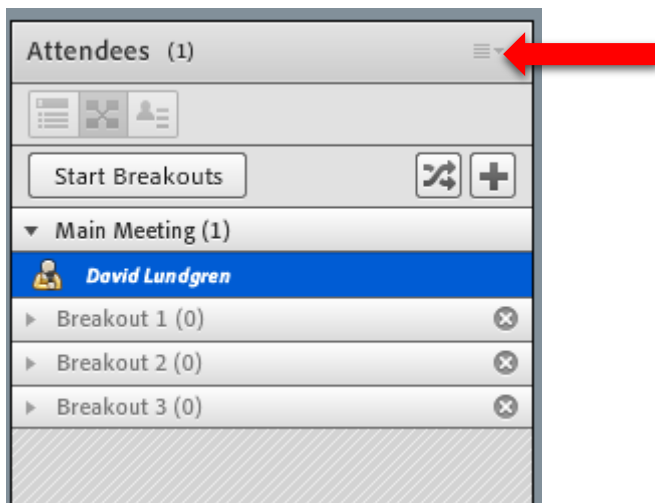
When breakout rooms are in use, Hosts can visit different rooms, including the main room.

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

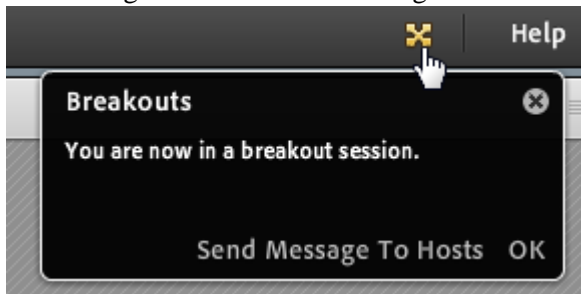
Send a message to and from breakout rooms

Hosts can broadcast messages to all breakout rooms. This feature can be useful if you have noticed one or more rooms have a similar question. It is also a good practice to send attendees a warning message a few minutes before ending breakout sessions and returning them to the main room. 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 breakout rooms can send messages to all Hosts at any time, whether a Host is in their breakout room or not. Click on the breakout icon and Send message to hosts. The question appears to all meeting Hosts in a small message box with the attendee's name.



Participants can also use the Chat pod menu ≡ (pod options -> Start chat with -> Hosts) to send a message to all Hosts. The Hosts can then respond in the Chat pod to the attendee alone or everyone.

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.

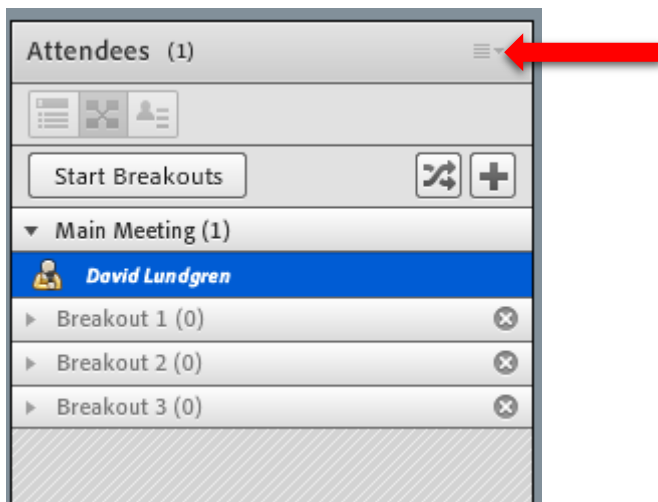
1. In the main room, choose *Pods > Breakout Pods*
2. Select a breakout room name, and then select the wanted pod

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

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 access 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.

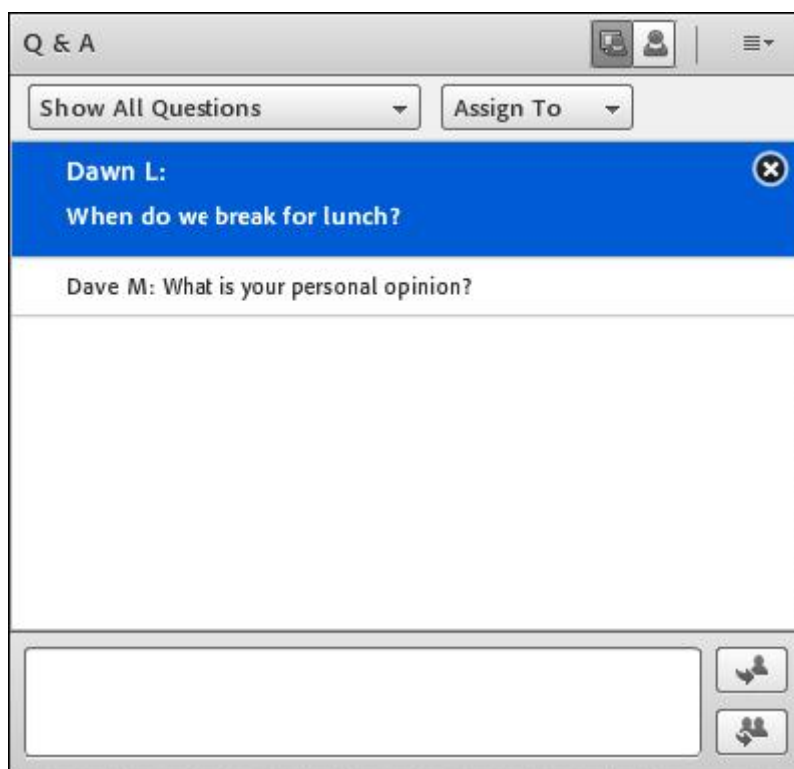


Q & A pod

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.

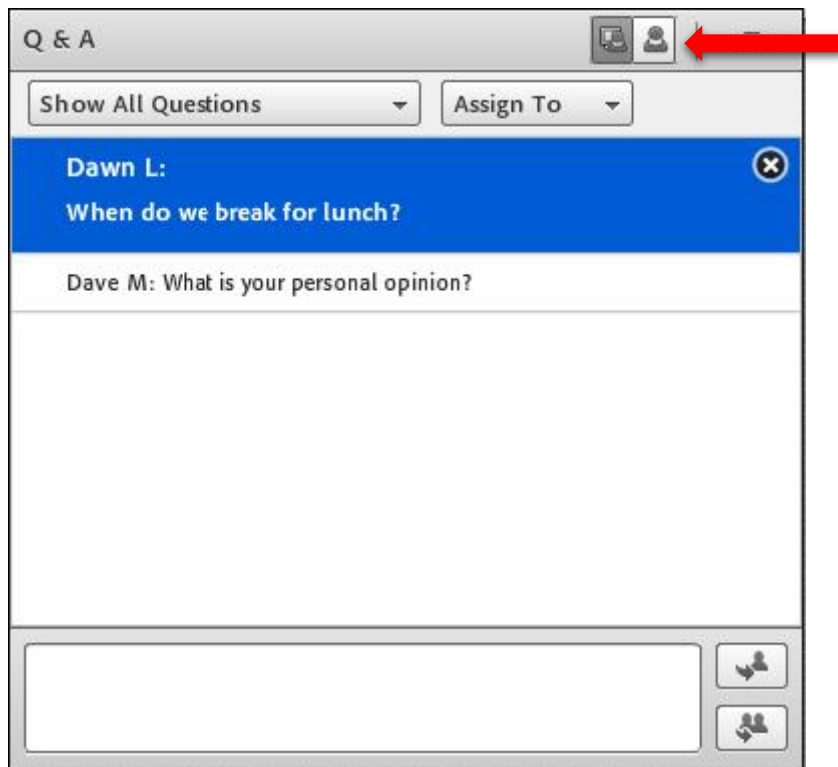
💡 Hosts can give participants enhanced rights, letting them answer questions as well. Here are some examples in which the Q & A pod is helpful:

- 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.





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 and the ones received from individuals.

Move the Q&A pod presenter view to Presenter Only Area

1. In the upper-right corner of the Q & A pod, click the menu icon .
2. Choose **Move Presenter View to POA**.

By moving the presenter view to the Presenter Only Area you can make that pod larger to make it easier to work with the questions.

Note: To return the Q & A pod to the Share area, in the *Presenters Only Area* click  and choose **Hide**.

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.


You can add clickable hyperlinks in questions.

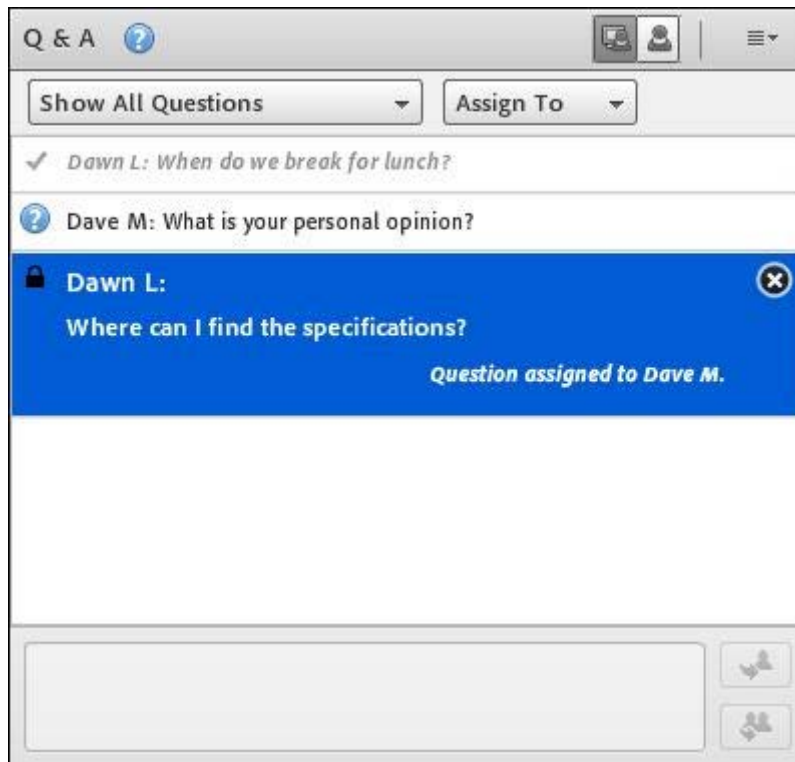
2. To the right of the text box, click the **Send Question button** , or press **Return**.

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:

Send to all  - Sends the question and answer to all meeting attendees.

Send privately  - Sends the question and answer only to the attendee who sent the question.





Answered questions appear in italics with a checkmark. Icons, in the top bar and besides the names, indicate that a question is assigned to you.

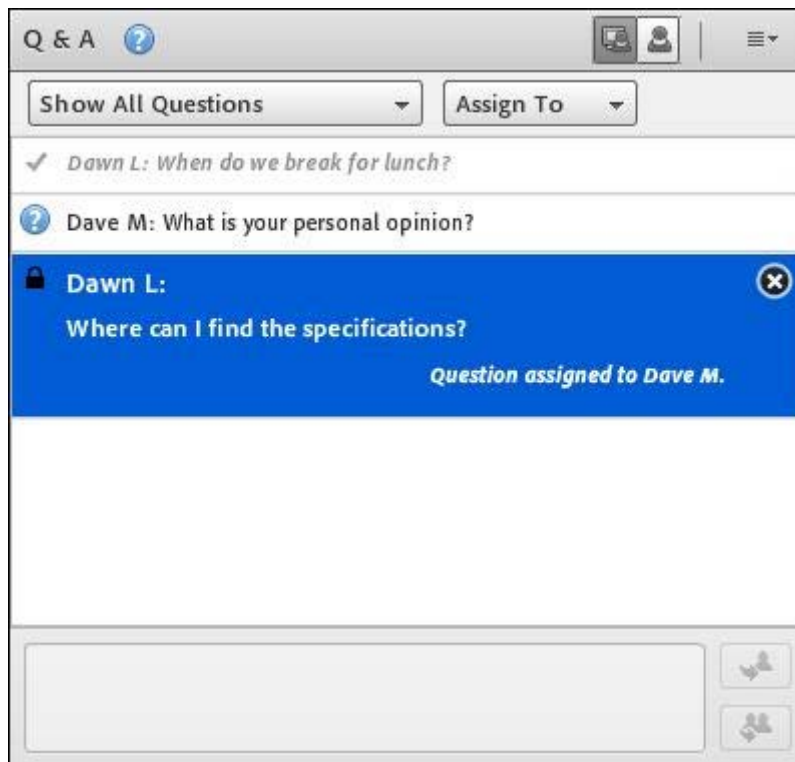
When answering questions, you can include clickable hyperlinks in the answers.

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

Show questions with different statuses

As a Host or Presenter, you can add a filter to the queue of questions in a Q & A pod to view specific 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:

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.


Show Open Questions - Displays all unanswered questions not assigned to anyone.

Show Answered Questions - Displays all questions that have been answered.

Show My Questions - Displays only unanswered questions that have been assigned to you. A question answered by someone else, can still be re-assigned to a user and then shows in their list.


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 the **Delete** icon.

Clear all questions

To remove all content from the *Presenter View*  and *Participant View* , 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 and answers, but Hosts 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 email

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**.

Send message from the Q & A pod

From the *Presenter View* of the Q&A pod, you can send a message to specific attendees or groups. This message appears in the participant view of the Q&A pod and is visible only to the specified attendees or groups.


The message has a different format that distinguishes it from the regular Q&A messages that are visible to all attendees.

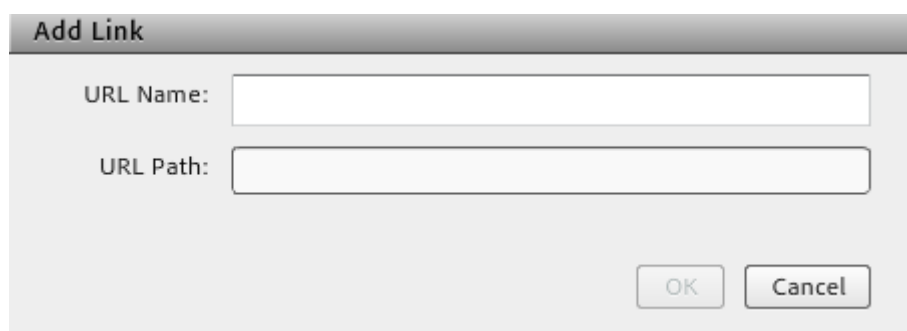
To send a message to specific attendees or groups, select **Send message** and then select appropriate attendees or groups to send the message.

Web links


Web links can be used to list links for the participants to visit or for Hosts and presenter to send the participants to.

Add a web link

1. In the upper-right corner of the web links pod, click the menu icon .
2. Select **Add Link**.
3. Type the URL path, and if desired a URL name.
4. Click **OK**.



The screenshot shows a dialog box titled "Add Link". It contains two text input fields: "URL Name:" and "URL Path:". Below the input fields are two buttons: "OK" and "Cancel".

 The full list of links appears for all attendees.

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

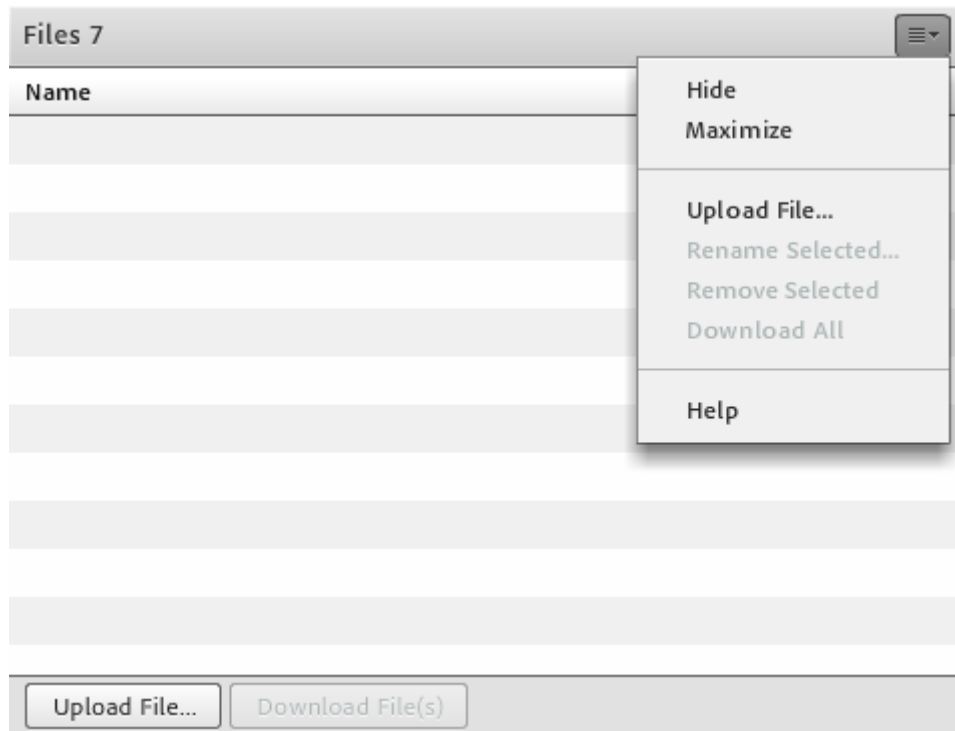
1. Select one or more links in the Web Links pod.
2. In the upper-right corner of the web links pod, click the menu icon ≡.
3. Select **Remove Selected** from the pop-up menu.

Files 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.

Upload a file

1. In the File Share pod, click **Upload File**, or choose that command from the pod menu ≡.
2. 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(s) to download
2. Click **Download File(s)**

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.)




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


To download all files click the menu icon  in the upper right corner of the pod and click **Download all**.

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**.

Poll pod

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, but all attendees can answer a poll.

Create a poll

1. In the upper left of the pod, choose question type.
 - Multiple Choice** – only one alternative can be chosen
 - Multiple Answers** – multiple answers can be chosen
 - Short Answer** – free text
2. Enter a question into the Poll pod. Then enter one or more answers if your choice is **Multiple Choice** or **Multiple Answers**.
3. Click **Open**.

Poll 2

Multiple Choice Open

Question

Answers (One per line)

Close the answer period for a poll

❖ At the upper right of the Poll pod, click Close. (Results are sent to the application server).



To continue a poll, click Reopen.

Edit a poll

Note: If you edit a poll, current results are lost.

1. Click **Prepare** in the upper-left 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.

In the upper right corner of the Poll pod, click the menu icon ≡.

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 checking the box **Broadcast Result**. This setting can also be found via the menu icon ≡ in the upper right corner.

Navigate among polls

You can create multiple polls and navigate among them quickly and easily.

In the upper-right corner of the Poll pod, click the menu icon ≡.

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**.

Adobe Connect Central

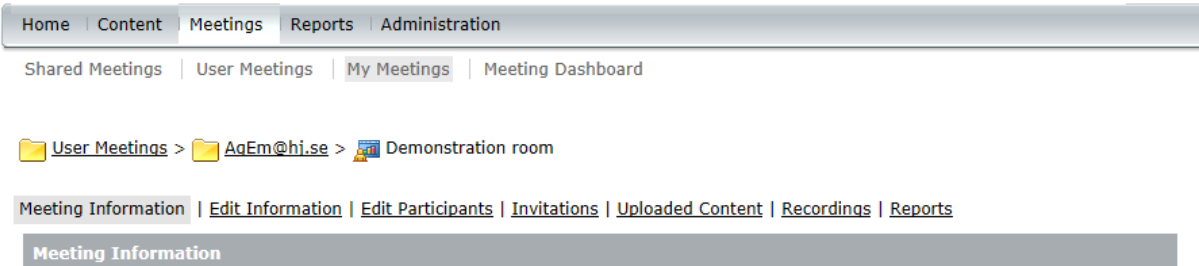
In Adobe Connect Central you can handle all meeting rooms, all content and all recordings.

At the start page in Adobe Connect Central you'll find a list with all the meeting rooms that you have access to. There are both the meeting rooms that you have created and rooms that others have added you to.

Meetings

In the page **Meetings** you can handle your own meeting rooms. You can create folders to sort the rooms in, move the rooms and delete them. If you click on a meeting room you can change information about the room, add attendees, handle uploaded content, handle recordings and get reports of the usage.

ADOBE® CONNECT™



If you click **Edit information** you can change the name of the room, change how participants can get access to the room and apply a password for entering the room. You **cannot** change the address to the meeting room.

If you click **Edit Participants** you can add attendees to your room, for example if you have a colleague who needs to be a host in your room without you promoting every time. Click in the button Search and write the name of the person (the person must have been logged in to Connect for you to be able to find the user).

Available Users and Groups

Linda Jigegård	JiLi@hj.se
Linda Jigegård	lj@hj.se

Clear x

Search
Add

Current Participants For Demonstration room

Emelie Aggestig	Host	AgEm@hj.se

Search
Set User Role
Remove

High light the user and click on the button Add. The user gets the role Participant. High light the user in the list with Current Participants and click in the button Set User Role and change to the role the user needs. You don't have to save your changes, all is saved automatically.

Current Participants For Demonstration room

Emelie Aggestig	Host	AgEm@hj.se
Linda Jigegård	Participant	JiLi@hj.se

Search

Participant
 Presenter
Host
 Denied

Set User Role
Remove

If you click **Uploaded content** you can see all the files that have been used in the meeting room, move them to My content for access to them from all your meeting rooms and delete the files.

If you click **Recordings** you can see all the recordings made in the meeting room. You can make a recording public (for those who have the link to the recording), download the recording and do some editing.

Content

At the page **Content** you can find the files that you have put in My contents, i.e. files that you have access to from all your meeting rooms. You can create folders to organise your files, upload content and delete content.

FAQ

Problem	Solution
Adobe Connect cannot find the camera/no picture	<ul style="list-style-type: none"> • Close and reopen the room • Restart the computer • Make sure Adobe Connect is allowed to use the camera by right clicking anywhere in the room and select Settings... The Privacy tab must be set to Allow.
No sound	<ul style="list-style-type: none"> • Start the Audio Setup Wizard from the Meeting menu • Close and reopen the room • In Windows, open the Control Panel and Sound. Set the headset as default in the Recording and Playback tabs. Then restart the Adobe Connect-meeting
I cannot upload a file into the Share pod	<ul style="list-style-type: none"> • Check the user rights (Host or Presenter, not Participant) • Make sure the Add-in has been installed (via Help in the top right corner and Troubleshooting) • Make sure that the material is in an approved format (Word or Excel does NOT work)
A pod has disappeared/has been closed	<ul style="list-style-type: none"> • Reopen it from the Pods menu (only available for Hosts).
Participants cannot send audio	<ul style="list-style-type: none"> • Upgrade them to Presenters • Check Microphone rights for participants from the Audio menu (only available for Hosts) • Grant participants audio rights by selecting them in the Attendees list -> click Enable microphone rights (only available for Host)
Participants cannot send video	<ul style="list-style-type: none"> • Upgrade them to Presenters • Check Enable webcam for participants by clicking the arrow next to the web camera button in the menu (only available for Host) • Grant participants video rights by selecting them in the Attendees list -> click Enable video (only available for Host)
Image from wrong web camera	<ul style="list-style-type: none"> • Usually happens on laptops with built in web camera. Right click in the room, select Settings, click the camera tab and select the correct web camera.