

Adobe Connect For Host



Tech Support
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Last Update: 03/18/2009

This document serves as a Users' Guide to the basic features of Acrobat® Connect™ Professional (Adobe Connect or Breeze). Please follow the instructions and contact Ying Wu if you have any questions.

After you requested to schedule a meeting, you will be automatically set to be the Host of your meeting. As a *Host*, some of the privileges that you most frequently may want to use are listed below:

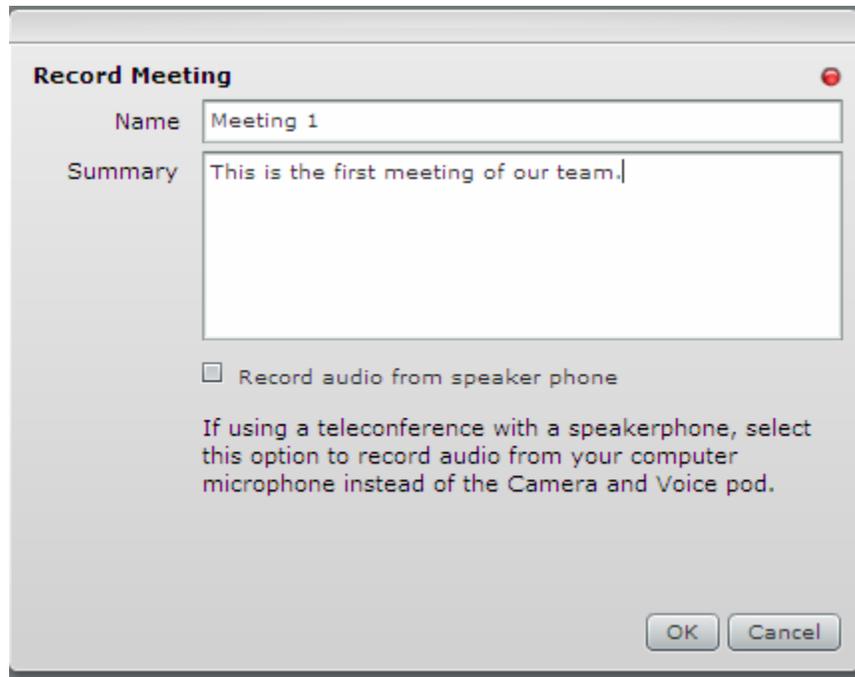
1. Recording a Meeting

As the *Host*, you may record a meeting.

- a. Click on *Meeting* from the menu bar at the top of the Adobe Connect screen.
- b. From the drop down menu under *Meeting*, click on *Record Meeting*.



- c. The *Record Meeting* screen will be displayed.



Record Meeting

Name Meeting 1

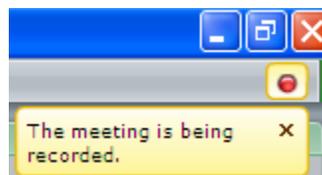
Summary This is the first meeting of our team.

Record audio from speaker phone

If using a teleconference with a speakerphone, select this option to record audio from your computer microphone instead of the Camera and Voice pod.

OK Cancel

- d. Complete the *Name* field. It's better to include the date or session number in the name field, so that it's easy for you to retrieve the recording link later.
- e. Complete the *Summary* field.
- f. Leave the box before Record Audio From Speaker Phone **unchecked**.
- g. Click on *OK*.
- h. Meeting attendees will then see a message on the upper right hand corner of their screen indicating that the meeting is being recorded.



- i. If you want to stop recording your meeting, click the red recording dot on the upper-right corner of the screen, and click Stop Recording.

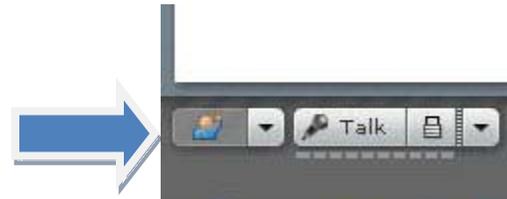


- j. Contact Ying Wu for the recording link.

2. Changing an Attendee's Role

As the *Host*, you may want to change an attendee's level of privileges.

Please note: Attendees at the *Participant* level do not have *voice chat* privileges unless they use the "Raise Hand" feature and get approval from the Host.



Video and audio will slow the transmission, so it's highly recommended that only the host use the video and audio feature. The host can give permissions at any time during the meeting to one participant at a time to use the voice chat privilege.

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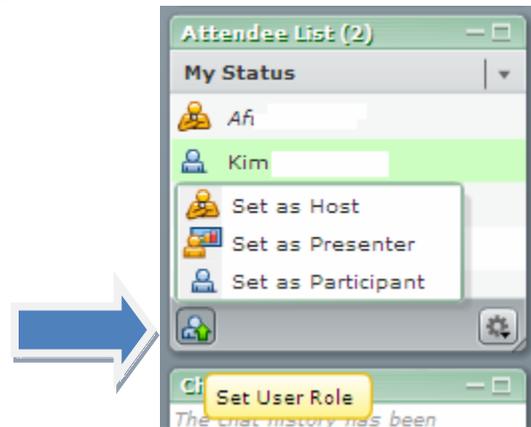
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- a. In the *Attendee List* pod, click on the name of the attendee for which you will be changing their privileges.



- b. Click on the *Set User Role* icon 
- c. From the menu, select the desire role:
Set as Host
Set as Presenter
Set as Participant

3. Collaboration (Share Pod)

The following components of Adobe Connect are located in the *Share* pod and allow attendees with *Host* or *Presenter* privileges to collaborate virtually by means of sharing documents, computer desktops as well as sharing the white board. Attendees with *Participant* privileges can view what is being displayed in the *Share* pod.

a. Uploading Documents into the Meeting Area

It is highly suggested that all documents to be shared within a meeting be uploaded prior to the meeting. This enables the sharing to become faster to view by the other attendees.

**The only formats of file that can be uploaded to Adobe Connect are:
PowerPoint, JPG and Flash.**

You can go to the following link to install FlashPaper. FlashPaper allows you to share any document in meetings by converting it into Flash (SWF file) format.

<http://webcon.gmu.edu/admin/home/homepage/FlashPaper.exe>

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In the *Share* pod, click on the drop down arrow to the right of *Documents*.



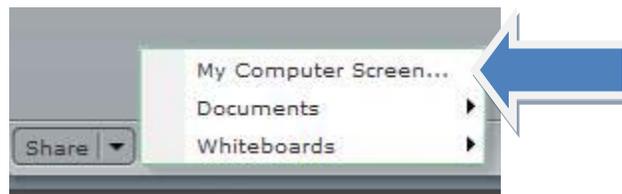
Scroll down to and click on *Select from My Computer*.



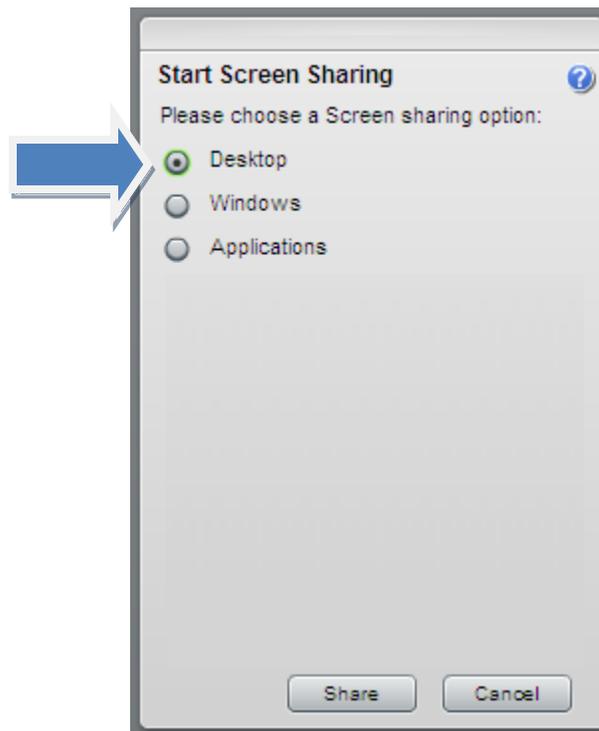
A new window pops up to ask which file you would like to upload from your computer. Search for the desired document on your computer and select it.

b. Share Desktop

Click on dropdown arrow to right of the *Share* button at the bottom of the *Share* pod. A menu will be displayed. Click on *My Computer Screen*.



The *Start Screen Sharing* menu will be displayed. Select *Desktop*. Click on the *Share* button at the bottom of the *Start Screen Sharing* menu to share your desktop.

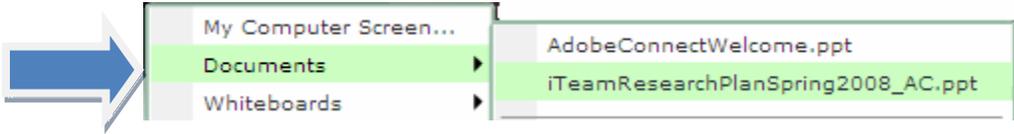




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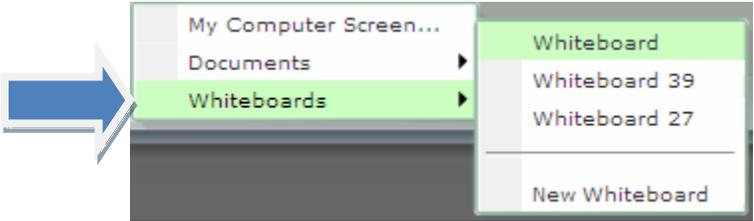
c. Share Document

Click on dropdown arrow to right of the *Share* button at the bottom of the *Share* pod. Click on *My Document* this time. Select the desired document.



d. Share Whiteboard

Click on dropdown arrow to right of the *Share* button at the bottom of the *Share* pod. Click on *Whiteboards* this time. Select the desired previously created Whiteboard or click on *New Whiteboard* to create a new whiteboard.



e. Stop Sharing.



Click on *Stop Sharing* on the bottom of the *Share* pod.