

ADOBE CONNECT

HOST QUICK START GUIDE

This guide provides instructions to Meeting Hosts on how to:

- Integrate your Reservation-less Plus® audio conferencing and Adobe® Connect™ accounts
- Create an Adobe Connect meeting with audio conference controls
- Host an Adobe Connect meeting with audio conference controls
- Share content within your meeting
- Record your meeting



SUPPLEMENTAL NOTE:

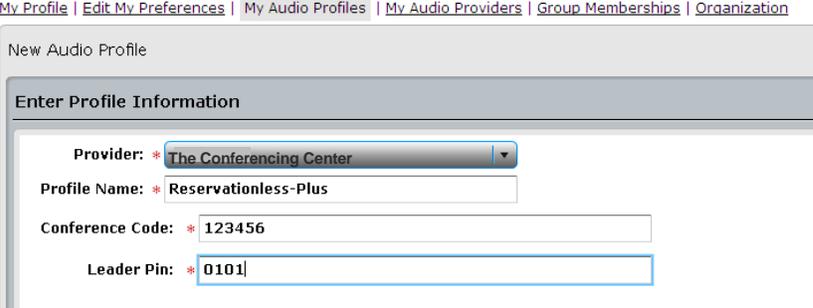
With the release of Adobe Connect 9.3, Adobe has incorporated some “guided hints” for hosts upon first login. These will help you further understand how to use the in-meeting user interface and are highly recommended to supplement this guide.

The screenshot shows the Adobe Connect interface with a 'Tips for using Adobe Connect for Hosts' overlay. The overlay has a title bar with a close button (X) and a 'Help' dropdown. The main content area is titled 'Layouts' and contains the following text: 'Layouts are an incredibly powerful way of organizing your meeting activities. Layouts let you control the selection, placement, and size of pods and content.' Below this is a numbered list with one item: '1 Jump to any layout by clicking on its thumbnail.' The interface also shows a 'Poll' section with a 'Question' field and 'Answers (One per line)' input. At the bottom of the overlay, there is a checkbox labeled 'Don't show this again', a progress indicator with four dots (the first is blue), and 'Previous' and 'Next' buttons.

If you missed these initially, they can be viewed under Show Tips for Adobe Connect under the Help dropdown.

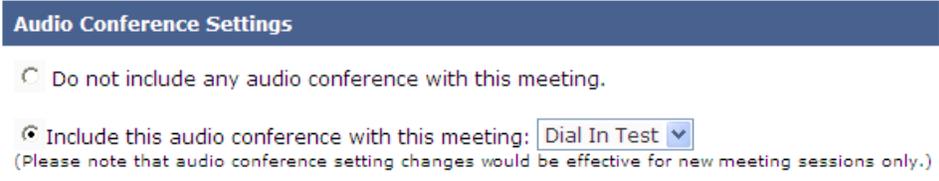
CREATING AN AUDIO PROFILE

Note: Keep your Welcome Email handy to create a new audio profile.

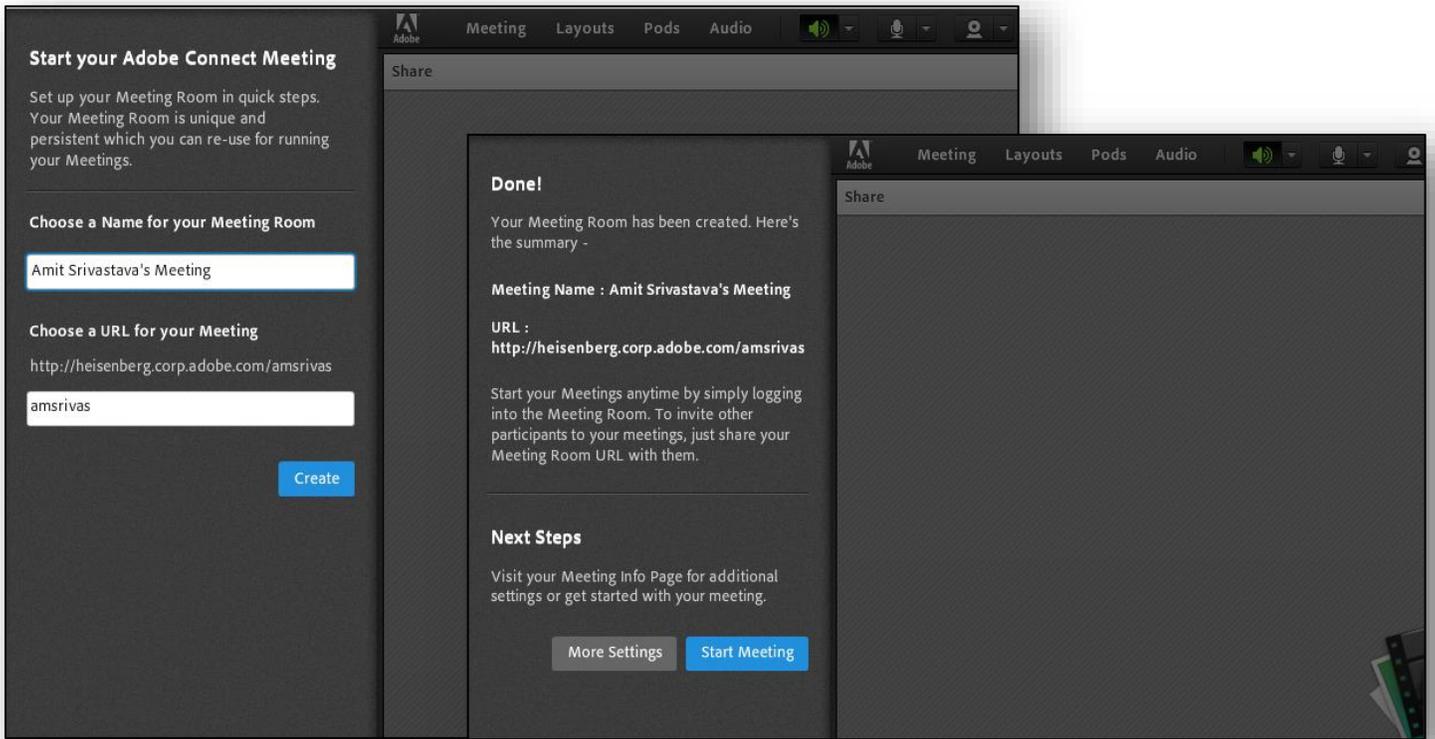
STEP	ACTION
1	Navigate to the Adobe Connect U in your web browser
2	Log in with your Adobe Connect username and password. If you don't know your password, click the <i>Forgot your password?</i> link.
3	At the Adobe Connect Central home page, click <i>My Profile</i> and then <i>My Audio Profile</i> from the sub-menu
2	Click New Profile .
3	<p>Select <i>The Conferencing Center</i> in the Provider drop-down menu and enter Reservationless-Plus in the Profile field.</p>  <p>Note: You can enter any Profile name you choose. It is not limited to just <i>Reservationless-Plus</i>.</p>
4	Enter your Conference Code and Leader PIN as shown on your welcome email.
5	Click Save. Your audio profile will populate with your conference number.

CREATING A MEETING

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

STEP	ACTION
1	At the Adobe Connect Central home page. Click Create New Meeting to begin the Meeting Wizard.
2	Enter a meeting name and an easy to remember custom URL such as your first name or username.
3	<p>Select the audio conferencing profile that you had created from the drop down.</p> 
4	Optionally, fill in the additional fields and click Finish . Your meeting room has been created.

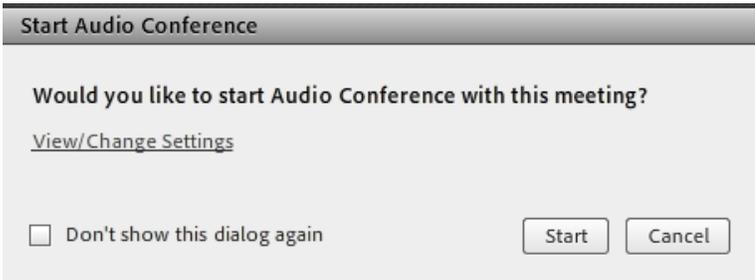
Note: First-time users of committed sites (Named Host or Concurrent User sites) may be initially directed into a temporary meeting room. From here, users can immediately determine a Name for the meeting room as well as a dedicated URL.



STARTING YOUR MEETING

STEP	ACTION
1	At the time of your meeting, enter by clicking on the meeting room URL on the confirmation page or by typing the URL you had created into your web browser.
2	With the <i>Enter with your login and password</i> radio button selected, enter your login, password, and select Enter Room . <div data-bbox="207 1304 656 1667" data-label="Image"> </div>
3	If you have never hosted an Adobe Connect meeting before, you will be prompted to install the Adobe Connect Add-In. Click Install and follow the instructions. <div data-bbox="1192 1671 1479 1848" data-label="Image"> </div>

STARTING AN AUDIO CONFERENCE IN-MEETING

STEP	ACTION
1	Navigate to the Meeting Information page for a specific meeting.
2	Click Enter Meeting Room .
3	<p>Once you open your Meeting Room, the Start Audio Conference pop-up window will appear. You have two options:</p> <ul style="list-style-type: none"> Start your audio conference by clicking Start. If you select this option, skip to Starting a Web Meeting using Audio Conference Controls below. Modify your audio preferences by clicking View/Change Settings. This option will allow you to set your default audio preferences for your meeting room. 
3a	<p>If you selected View/Change Settings to set your default audio preferences for your meeting. The Audio Profile Settings appear.</p> 
4.	Select done when you have selected the appropriate preferences.

STEP	ACTION
5	<p>You and your participants will see the Join Audio Conference dialog box appear.</p> <p>If you select Dial-out, enter your telephone number as shown in the example (e.g. +Country Code-Area/City Code-Number) and click Join. Shortly thereafter, you will receive a phone call asking you to join the audio conference. Follow the audio prompts to join the conference.</p> <p>If you select Dial-in to the Audio Conference via Phone, then follow the instructions in the dialog box to join the audio conference.</p>

Join Audio Conference

How would you like to join the meeting's audio conference?

Dial-out [Receive a call from the meeting]
 Dial-in to the Audio Conference via Phone
 Using Microphone (Computer/Device)

SHARING CONTENT

STEP	ACTION
1	<p>If you would like to Share Applications (i.e. desktop), go to step 1a.</p> <p>If you would like to Upload Content (i.e. PowerPoint), go to step 1b.</p>
1a.	<p>In the Start Screen Sharing dialog, choose how you would like to share your screen:</p> <ul style="list-style-type: none"> • Desktop: Share all applications on your desktop. • Windows: Choose specific, already open windows to share. • Applications: Share one or more applications along with related windows. <p>After selecting your desired option, click <i>Share</i>.</p>
	<p>An icon appears in your system tray (Windows) or your toolbar (Mac & Linux) while you are sharing your screen. Click on this icon to view a menu where you can stop sharing or access other available options.</p>
1b.	<p>Click the right arrow beside <i>Share My Screen</i> and select <i>Share Document</i>.</p>
	<p>Click <i>Browse My Computer</i> to select a file from your system. In the browse dialog, locate the PowerPoint (PPT or PPTX) presentation you would like to share and click Open. The file is automatically uploaded and converted.</p>
	<p>Once the file has been converted, it will appear in the Share pod. Use the <i>Next</i> and <i>Previous</i> controls to navigate through your presentation.</p>

RECORD A MEETING

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