

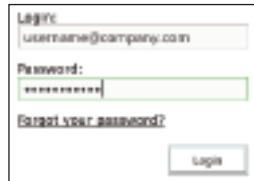
ADOBE CONNECT

QUICK START GUIDE FOR JEFFERSON FACULTY

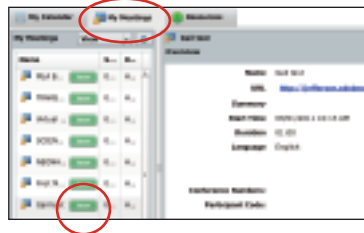
Getting Started with Adobe Connect Meetings

Access and Manage Your Meetings

- Navigate to: jefferson.adobeconnect.com
- Log into Adobe Connect:
username = your Jefferson email address
password = sent from Dr. Tony Frisby

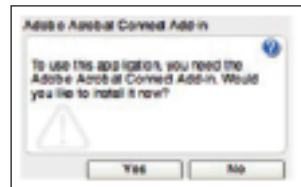


- Go to the **My Meetings** tab. Use the navigation panel on the left to find your meeting; click the **Open** button to enter the meeting.



Install the Adobe Connect Add-in

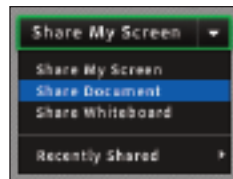
- If you have never hosted an Adobe Connect meeting before, you will be promoted to install the Adobe Connect Add-in. Click **Install** and follow the instructions.



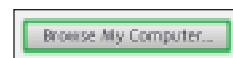
TIP: Meeting participants are only required to have Adobe Flash Player 10.1 or later (already on most desktops) installed and do not need to install the Adobe Connect Add-in.

Sharing PowerPoint Content

- Click the right arrow beside **Share My Screen** and select **Share Document**.

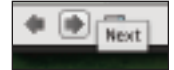


- Click **Browse My Computer** to select a file from your system. In the Browse dialog, locate the PowerPoint (PPT or PPTX) presentation you would like to share and click Open. The file is automatically uploaded and converted. (Some features and fonts are not converted; carefully review your show.)



Sharing PowerPoint Content (continued)

- Once the file has been converted, it will appear in the Share pod. Use the **Next** and **Previous** controls to navigate through your presentation.



TIP: You can also follow these steps to share other supported file types including image files (JPG or PNG), video files (FLV), flash files (SWF), and MP3 audio files.

Sharing Your Screen

- Click the **Share My Screen** button in the Share pod.



- In the **Start Screen Sharing** dialog, choose how you would like to share your screen.



- Desktop:** Share all applications on your desktop.
- Applications:** Share one or more applications along with related windows.
- Windows:** Choose specific, already open windows to share.

After selecting your desired option, click **Share**.

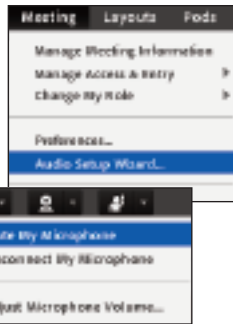
- An Adobe Connect icon appears in your system tray (Windows) or your toolbar (Mac) while you are sharing your screen. Click on this icon to view a menu where you can stop sharing or access other available options.



TIP: If you choose to share your entire desktop, it's recommended that you set your screen resolution to 1024x768. Reducing the number of applications running that use bandwidth will also provide a better experience for the attendees.

Audio Communications

- For best results with Adobe Connect, use a headset w/microphone. The computer speakers are not recommended, as they cause echo and feedback. If you intend to use this feature, it is recommended that you first run through the Audio Setup Wizard. To do this, begin by selecting **Meeting > Audio Setup Wizard...**



- The wizard guides you through four steps in which you are asked to test your speakers, select a microphone, and optimize the audio. If you've never used Adobe Connect before, you may see a Flash Player settings box asking for permission to use your camera and mic. Selecting **Remember** will skip this prompt in the future.

- Locate the **Microphone** button near the top of the application. Click the button once to activate VoIP. A green microphone icon indicates that the mic is on. You can use the arrow beside the icon to mute your mic or adjust your volume.



TIP: If you're having problems with the VoIP audio, you can enable the Speex codec in Audio Preferences. Select **Meeting > Preferences > Audio**.

Sharing Webcam Video

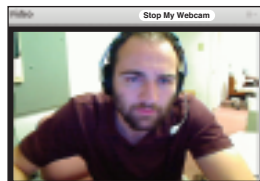
- You can easily share webcam video with meeting attendees. To do this, make sure your webcam is plugged in and click either the webcam button or the Start My Webcam button on a Video pod. A green camera icon indicates that the webcam is on.



- The webcam will give you a preview of what will be shared. If you are happy with the preview, you can click Start Sharing to broadcast your webcam to all participants.

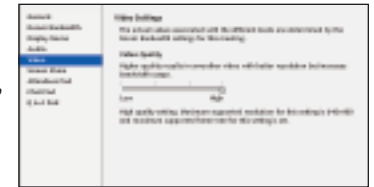


- The Video pod will accommodate multiple webcams and scale the images appropriately; you don't need to open a separate pod for each presenter.



Sharing Webcam Video (continued)

- If you'd like to adjust the settings for your webcam to increase or decrease the quality based on available bandwidth, click preferences from the Video pod options menu, or select **Meeting > Preferences > Video**.



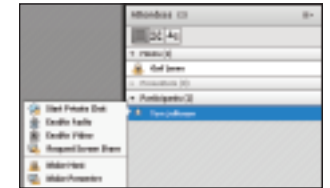
Managing Attendees

- Meeting attendees fall into three roles:

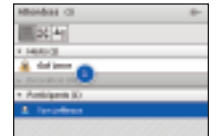
- Host:** Organizes and facilitates the meeting
- Presenter:** May assist in meeting facilitation, presenting content, or sharing their screen.
- Participant:** Largely a spectator in the meeting who can chat, respond to polls, and change their status.



- There are two easy ways to change any participant's role. Hovering over a the name of a participant will bring up a menu with several options giving you the ability to choose a role for the individual.



- Additionally, the Attendees pod supports drag and drop functionality. Click and drag users from one role to another.



TIP: If you wish to change the role of multiple attendees at the same time, hold down Control (Windows/Linux) or Command (Mac) while selecting usernames and then drag and drop to set the role.

Learn More

Online training videos are available at:
<http://tv.adobe.com/show/learn-adobe-connect-8/>

To get your class set up with Adobe Connect, contact:
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tony.frisby@jefferson.edu