



## How to Host a Meeting - User's Guide

**Note:** For the purpose of consistency between the Hunter College written and web documentation and the Adobe Connect pro Software terminology, we will use “meeting” to represent a virtual class session, “host” to mean the faculty member or meeting leader, and “participant” or “attendee” will be used for students or others attending a virtual meeting.

### Hosting an Adobe Acrobat Connect Meeting

Adobe Acrobat Connect is a web conferencing tool that is both MAC and PC compatible which allows users to conduct live on-line classes over the internet. This Guide provides you with the basics of Adobe Connect to ensure that your class meetings are productive and hassle-free.

#### Before your session: Test Your Computer

1. It is recommended that you test your computer prior to attending a virtual meeting. You can do this by going to [https://admin.adobe.acrobat.com/common/help/en/support/Meet\\_test.htm](https://admin.adobe.acrobat.com/common/help/en/support/Meet_test.htm).
2. The **Connection Test** checks your computer to make sure all system requirements are met. If you pass the first three steps of the test, then you are ready to participate in a Meeting.
3. If you do not pass the **Connection Test**, perform the suggested actions and run the test again.

**Tip:** The fourth step of the **Connection Test** is for the **Acrobat Connect Add-In** which is only required for Class Hosts and Presenters. Installing the Add-In is not required, but doing so enhances your On-line experience.

### Configure an Adobe Acrobat Connect Meeting

1. The meeting room is organized into smaller windows, called pods. By default, pods are organized into layouts that best suit the task at hand. (Figure A)

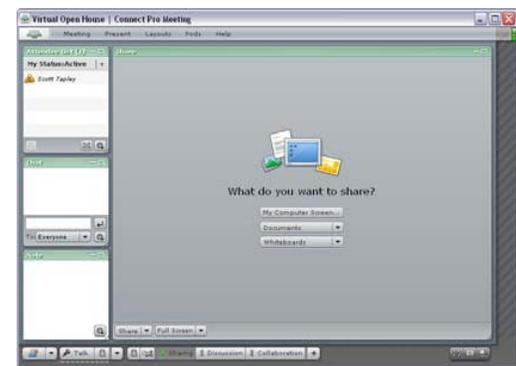


Figure A



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You can select from three main layouts: Sharing, Discussion, and Collaboration. Use the buttons at the bottom of the meeting room window to change layouts. The arrangement changes, with different pods visible, depending on which layout you select.

By default, the new meeting room opens in the Sharing layout, with one empty Share pod. You can use the Share pod to broadcast your computer screen to other participants and to share documents from your computer or the Content library. You can also use this area to display a whiteboard.

You can access additional options for controlling pods and their contents by clicking the icons in the lower right corner of the pod (Figure B).

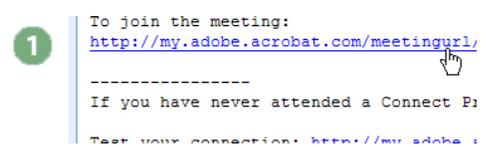


Figure B

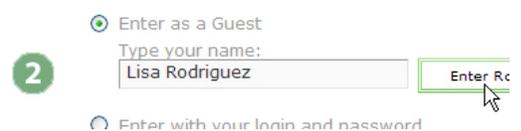
2. Take a moment to get familiar with the meeting room window.

### Join a Meeting

1. When the Meeting time arrives, click on the link or enter the URL into your favorite web browser.



2. The Meeting login screen appears. Enter your Adobe Connect username and password, and click **Enter Room**.



3. If the meeting host is not present in the class the participants will be placed into a waiting room until the hosts accepts them into the room.

4. Once the Meeting host accepts the participant into the room the meeting interface appears.





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## Recording a Meeting

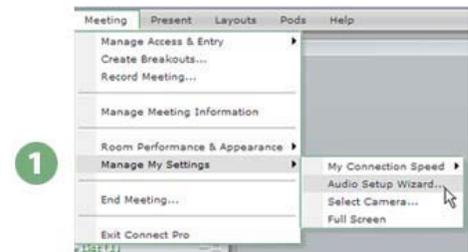
1. As a meeting host any meeting can be recorded at your leisure, by clicking on **Meeting > Record Meeting...**
2. The following window will appear, simply enter a name and click OK when ready.
3. Only the License Administrator can retrieve your meeting link for the recording. Please contact them to forward it to you.



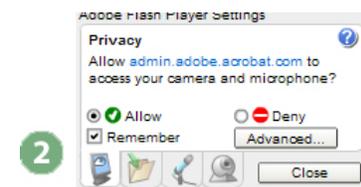
## Using Voice-over-IP (VoIP) for Audio Communication

\* Participants must have a webcam or USB headset to utilize this function

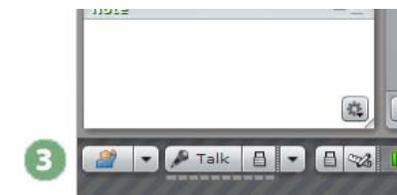
1. Voice-over-IP (VoIP) allows you to communicate with Meeting participants using your computer's microphone and speakers. If you intend to use this feature, it is highly recommended that you first run through the Audio Setup Wizard. To do this, begin by selecting **Meet > Manage My Settings > Audio Setup Wizard...**



2. The wizard guides you through five steps in which you are asked to test your speakers, select a microphone and other options. If you have never used Connect Pro before, you may see a Flash Player settings box asking you for permission to access your camera and mic. Choose **Allow**. If you wish to avoid this step in the future, click the **Remember** checkbox.



3. To begin using VoIP, locate the **Talk** button in the Layout bar. While pushing **Talk** your voice is being broadcast and you should see an indicator next to your name in the participant list. Once you let go of the **Talk** button, your voice is no longer broadcast. If you wish to continually broadcast your voice, click the **Lock** icon.





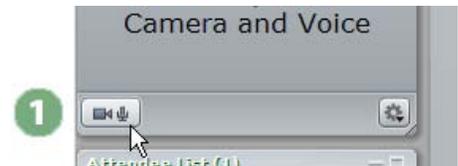
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**Tip 1:** If you intend to have multiple students using VoIP at the same time, it is recommended that they install the Connect Pro Add-In and run through the Audio Setup Wizard prior to the Meeting.

**Tip 2:** Classes that exceed over 20 students may experience poor quality audio and video due to the limited bandwidth.

### Sharing Webcam Video

1. You can easily share webcam video with Meet participants. To do this, make sure your webcam is plugged in, and click **Start my camera and voice** in the **Camera and Voice** pod.



2. Once your webcam is being shared, you can change the rate at which your video stream is broadcast to attendees. If Meeting participants are on slower connections (dial-up for example), it is recommended that the camera should be set to **Fast Images** or **Slow Images**. To change this setting click on the Pod Options menu on the lower right hand corner of the pod. **Fast Images** is the default setting.



### Change Your Status

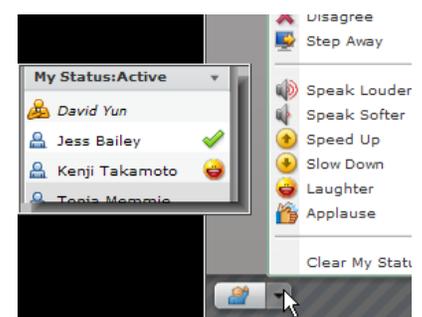
Within a Meeting, you can change your status to communicate with other Meeting attendees.

To change your status, open the **Change Status** menu and select the desired status option.

If you select options above the line such as **Raise Hand** or **Step Away**, your status remains until you choose **Clear My Status**. If you choose an option below the line such as **Speed Up** or **Applause**, your status automatically clears itself.

When you set your status, an icon appears next to your name in the attendee list.

**Tip:** If you need to get up from your computer during the course of the Meeting, change your status to **Step Away**. When you do this, an icon appears next to your name letting other attendees know that you are away.





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### Chat with Other Participants

If the Meeting host enables this feature, you can chat with other Meeting attendees.

To do this, simply type a message in the Chat Pod as you would in any instant messaging program. Then type **Enter** or click the **Send Message** button to send your message.

You can choose to send your message to all participants, just Meeting hosts and presenters, or if the host enables this, to specific attendees.

In some instances, the Chat Pod serves as an area for you to ask Questions. If this is the case, any messages you submit are sent to Meeting hosts and presenters and do not immediately appear in the Chat Pod.

