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1) To Begin, you will receive an email invitation from one of the Sinte Gleska University Adobe Connect Managers. Go ahead and click on the link contained in the email.

2) When the link is opened in your browser you will be taken to this login screen.
3) To enter the meeting room, check “Enter as a Guest” and enter your name in the name box and click the “Enter Room” button.

There will be a brief waiting period, this is because one of the managers need to allow you to enter the meeting room.
4) Welcome to the Sinte Gleska University Adobe Connect Meeting Room.
   a) This is the basic overview of what the room will look like.

   ![Adobe Connect Meeting Room](image1)

   b) There are several different pods that are available for users to make their presentations; I will explain the basics of these pods.

   i) The Video pod allows users to visually communicate to each other; there isn't a limit on how many users can use this service, as Adobe will automatically adjust the setting to allow more.

   ![Video Pod](image2)
ii) This is the Sharing pod and where you can load your power points, pdfs, and jpeg images. We will cover this section in depth later in this users guide.

iii) The Chat pod allows users to join a discussion of the entire group and even instant message each other privately.
iv) The Participants pod shows all the users that are currently joined in the meeting.

![Participants Pod Image]

5) Once the manager authorizes you to be a presenter, you will need to turn on your microphone and camera. The following steps will explain this process to you.

![Meeting Interface Image]

a) This is how the icons in the menu should look as of now, but before we can turn them on we have to run an audio setup wizard.
b) Go ahead and click on the “Meeting” button and a drop down menu should come out and select the “Audio Setup Wizard” option.

c) This should launch the audio setup wizard that will guide you through setting up microphone so that you will not experience feedback and bad audio.

d) Click on “Next” to begin the Audio setup process.
c) Step 1 of this process is to ensure that you have speakers that are connected and working. Click on the “Next” button and a sound will start playing.

d) If the sound was audible and you were able to hear it, click on the “Next” button to be taken to step 2 of this setup. If you had any problems with the speaker configuration, click on the “Help” button to be guided through selecting your audio output.

e) Step 2 involves the setting up of your microphone. The setup wizard will ask you to chose a recording device, if you are unsure of this go ahead and leave it as “Default”.
f) After you’ve clicked the “Next” button, the Adobe Connect meeting room will need your authorization to use the camera and microphone, so go ahead and click on the “Allow” button in this window.

![Audio Setup Wizard - Step 3(4)](image)

Click on the “Record” button and recite the words that are displayed in quotation marks, and click the “Stop” button when you are done.

![Audio Setup Wizard - Step 3(4)](image)

h) At this point, click on the “Play Recording” button to ensure that your microphone is working properly. Again, if there wasn’t any audio recorded, click on the “Help” button to be guided through choosing and setting up the right microphone.
i) The final step of this process is to allow the Adobe Connect software to determine the true silence of the room you are in. Click on the “Test Silence” button and the test will begin on its own. Once this has completed, all you have left to do is click on the “Next” button.

![](image1.png)

j) The setup wizard should show success if this process were successful, and it will have set up all your audio levels so that you will not experience any feedback and other audio issues.

![](image2.png)
k) Although the audio setup set the levels of your microphone it did not turn the microphone on, and to do this you will need to click on the microphone icon at the top of the meeting room menu. If it is on then you should see it display as a green icon.

l) To use the Video pod so that others can see you and visually communicate with you, you will need to click on the webcam icon on the menu bar. Again if it is on, it will display the icon as green.

m) To verify that this is working, you should see a preview of what your webcam sees in the video pod. If you can see yourself, go ahead and click on the “Start Sharing” button in the video of yourself. Once you've done this, then all of the participants will be able to view your webcam broadcast.
6) At this point you are ready to start participating in the meeting, you can visually communicate with others that are in the room. If you have a PowerPoint, pdf, or a jpeg image that you want to share and give a presentation on, you will need to load it in to the Adobe Connect meeting room.

- First you will need to click on the down arrow next to the “Share My Screen” (please note that you should not click on the Share My Screen, this will allow all users to view your desktop and whatever you are currently doing on your computer.). Once you have done this, choose the “Share Document” option from the drop down menu.

- Next, you will have to browse your computer and select your file from where you have it saved it.
7) Once you have your PowerPoint, pdf, or jpeg images loaded into the presentation, you can use the left and right arrows at the bottom of the sharing pod to navigate your document.

8) There is a useful tool that we feel should be mentioned, you can choose a pencil or highlighter to annotate your document while it is in the presentation. To do this, click on the pencil icon in the sharing pod, and select whether you want to use a pencil or highlighter.
You can then choose what color and the size of the pencil or highlighter. Once you have annotated the document, everyone in the meeting room will be able to see this.

In addition to the highlighter/pencil tool you have the option to click on the arrow icon next to the “Draw” button to give an arrow that you can use to point at items within the sharing pod that all users will be able to see as it is placed.
9) To use the whiteboard, you will need to choose it from the drop down menu of the sharing pod. Once you have selected it, there will be a whiteboard on the screen that you can use to write on as part of your presentation.

Within the whiteboard application you have the same options to adjust your pencil/highlighter size and color. To write, be sure to hold down your left mouse button until you finish writing a character, and this will display for all users as you write it. If you need a more room to write, use the right arrow to bring up a new whiteboard.

\[ 2 + 2 = 4. \]
10) Another helpful feature that is worth mentioning for presenters is the “Force Presenter View” which will enable you to control how the viewers are seeing the meeting room. Normally if you put one of the pods as maximize, this would only appear on your computer. With this option checked, when you maximize a pod this causes all of the viewers to see the pod maximized on the screen. This is helpful if you want just the video to show, or just the PowerPoint, or even just the whiteboard app.
11) Adobe Connect offers applications for mobile device to connect to a meeting room. This software provides the full experience of the desktop version on the mobile platform. We recommend that you use an apple iPad as we have had excellent experiences with these using the Adobe Connect app. You will need to visit the App store or Google Play store if you’re on an android device and download the App. We recommend the use of headphones while using a mobile device.
12) Opening the meeting room is as simple as clicking on the link in the email that you have received for the invite. This will automatically open up the Adobe Connect app and connect you to that meeting room.

- If you have problems with it opening automatically, you will need to first copy the link from the email, then open the Adobe Connect app and paste it into the app, and press the “Next” button to continue on.
13) After clicking on the link or either pasting the link into the app, you will need to enter your name, and press the “Enter” button. After this you should see a window that will ask you to wait until you are allowed to enter.
14) The Adobe Connect app will provide you with the full experience as if you were using a desktop computer to connect to the meeting room. The layout of the pods within the app is identical to that of the desktop experience.

15) There are some small differences in the mobile version that we will need to cover for a pleasant experience using the app. Again I want to stress the importance of the use of headphones when using a mobile platform to join our meeting rooms.
16) The first thing that you will need to do is turn on your microphone and camera. Located at the bottom on the screen are the icons in the image below, these will function the same as the icons in the desktop version. You will need to press on each of these to turn them on.

- First you should turn on your camera, and this is the webcam image. Press the icon and it will give you a preview of what your webcam will be displaying. A nice feature is you can choose either the front or rear-facing camera. Once you're sure of what camera you want to use, press on the “Broadcast” button in the preview window and begin to broadcast your camera feed.
• If this was successful at broadcasting your camera, you should be able to see your webcam feed display in the video pod of the meeting room.

• Turning on the microphone is the same as turning on your camera within the Adobe Connect application. Press on the microphone icon and select the level you want. Ideally, it should be set at one-third volume to be heard clear, only turn up if the others cannot hear you. We recommend that you do not turn the level up past half, as this will cause feedback issues with the other users. Once you’ve set the volume press the “Connect my microphone” button to begin broadcasting your microphone.
• Once you’ve completed these steps, the icons should display as blue indicating they are on and broadcasting live.

17) Sharing documents and annotating are the same process as covered in the desktop version that we’ve covered already. We will quickly cover the basics of using the sharing pod and chat in the mobile application.

First you will need to press on the bull’s-eye icon to bring up your sharing pod so you can choose what type of document you wish to use.
After pressing on the bull’s-eye icon, you will need to choose whether you wish to “Share a document”, “Use a whiteboard”, or “Share a photo” from the mobile platform.

Using the share document requires that all power points, pdf’s, and photos be uploaded prior to the meeting, or having a user with the desktop version upload them for you. Choose the document you want to use and press on the “Share” button to have that document displayed in the sharing pod.
• Pressing the “Sync” button will allow the other users to see the document as you are navigating through it. This will cause them to see the page that you are on and you can use the arrows at the bottom of the document to navigate through it.

• Pressing on the “Draw” button will allow you to annotate the document, and if the “Sync” option is already on the other users will be able to see what you are writing as you are.
Using the whiteboard app in the mobile application as easy as using it on the desktop version, it should be noted that all presenters are able to write on the whiteboard at once, and this will be displayed for as users as soon as you write it. There are options for adjusting the size and color of your pencil.
18) Pressing on the users icon will allow you too see all of the members of the meeting and even allow you to start a private chat with whoever you with to.

19) Pressing on the camera icon will display all the connected webcams of the meeting room.
20) Pressing the chat icon will display to chat pod, and you will be able to send messages to all users from here.

21) This concludes the Sinte Gleska University's Users guide to the Adobe Connect meeting room software. If you have further questions, there are many resources available from the Adobe website. Click on the help icon or button and all of Adobe's resources are laid out so you can easily navigate to what you need to.