Creating a New Meeting in Adobe Connect 9

1. A user with a host role in Adobe Connect has several capabilities in a meeting. The host can create a meeting, invite guests, add content to the library, share content, and add or edit layouts in a meeting room. They can promote other participants to the role of meeting room host or presenter, or give enhanced permissions to a participant without promoting the participant. Hosts can start, stop, join, and leave audio conferences. They can also start and stop broadcasting audio into a meeting room. They can also perform all the tasks that a presenter or participant can. This job aid provides steps for a host to create a meeting.


3. You create meetings in Adobe Connect Central. You have two options for starting the meeting wizard.
   a. To create the meeting in your individual My Meetings folder, navigate to the Adobe Connect Central home page, in the Create New tab, and click Meeting button.

   b. To create your meeting in another folder for which you have Manage permission, click on Meetings on the top menu bar. On the My Meetings page click on the folder to create a meeting and click the New Meeting button.
4. Enter the Meeting Information as described below:

a. The name of the meeting appears at the top of the meeting window and is the default subject line for auto-generated messages related to the meeting.
b. Enter a text of your choice to create the URL which the users will use to attend the meeting. For a system generated URL leave this field blank.
c. A summary of the meeting, purpose, goals, etc.
d. Start date and time for the meeting, though with the URL, the meeting actually begins when someone with host privileges enters (early or late).
e. Approximate duration of the meeting, though meeting does not actually end until person with host privileges leaves the meeting.
f. Select a template (default meeting template).
g. Default Language (English).
h. Access to the meeting determines whether only registered users or guests that the host accepts or anyone who has the link is allowed to enter the meeting. If the host expects many participants and/or if meeting security is not a priority, the second option may be more efficient.
5. Enter the Audio Conference. If telephone conferencing will be used in conjunction with the meeting, enter the necessary details so that they are available to meeting participants and included in the auto-generated email. For a meeting with VOIP select the first option. Click Next.

6. In the Select Participant section system groups are displayed first, followed by user groups and users. Select a user or a group and double click or click Add to add them to the meeting. Double clicking a group displays members of the group and individual participants can be selected and added from the group.

Note: If the participants do not specifically have Connect Accounts (such as students or participants outside of the College/University), they can attend and participate in the meeting by logging in as Guests. See item 9 for strategies to invite these participants. Click Next.
7. If desired, use the **Send Invitations** option to send an automatically generated email with the meeting details to the participants added to the meeting in the previous step. Those without Connect accounts will not receive this message. Click **Finish**.

![Send Invitations](image)

8. The final page of the meeting setup process provides a summary of the meeting information as well as the custom URL you created for the meeting space.

![Meeting Summary](image)

9. To invite participants who do not have Connect accounts (such as students or participants outside of the College/University), send email to these participants with the meeting URL (copied and pasted into an email, e.g. Groupwise, see below), or post the meeting URL to Blackboard, placed on a website, or sent via instant messenger. When these participants click on the URL, the meeting login will be automatically launched.
10. Enter the meeting using the URL you created in the Create New Meeting process. Set meeting room bandwidth to determine the rate at which data from the meeting is sent to attendees. Choose a room bandwidth that matches the connection speed used by attendees. If attendees are using a variety of connection speeds, choose the lowest speed attendees are using to ensure that all participants have a good connection. Choose Meeting > Preferences. In the list on the left, select Room Bandwidth. Then select one of the following options, LAN, DSL/ Cable, Modem. Having more than one presenter with the Modem setting is not recommended. Screen sharing with the Modem setting is not recommended.
11. Run the *Audio Setup Wizard* to optimize your audio settings. To do this, click the *Meeting* drop-down menu, and select *Audio Setup Wizard*. Follow the steps on the wizard and troubleshoot your headset microphone or speakers if your computer fails any of the tests. Click *Finish* when you are done.

   a. **NOTE:** If you have difficulty, see the separate Help document for Advanced Audio Setup.

12. If you wish to enable participants to share their webcam video, you will need to configure your web camera. By default, only hosts and presenters can broadcast video. However, hosts can enable participants to broadcast by doing any of the following:
   
   a. To enable video for all participants, click the **icon to the right of the microphone button, and choose Enable Webcam For Participants.**

   To enable video for specific participants, select one or more in the Attendees pod. In the pop-up menu select *Enable Video*. Hosts can pause or stop video from any attendee.

   ![Meeting Control Panel](image1)

   ![Attendees Panel](image2)
13. If you are a host, presenter, or participant with video rights, you can adjust the quality of your webcam video. In the upper right of the Video pod, click the menu icon and choose Preferences. Adjust the Video Quality setting to optimize the tradeoff between image quality and bandwidth usage. For example, if shared screens update slowly, choose a lower Video Quality setting. This setting interacts with the meeting room bandwidth set by the host. Click Done after setting the video quality.

14. Sharing your video: To broadcast your video you will need to configure your webcam. Click the Video pod menu and choose Select Camera in the pop-up menu. An Adobe Flash Player Settings window opens, with the Camera tab selected. Select your camera from the drop-down list, then click Close.
Now click the Start My Webcam button in the main menu bar or select from the Video pod. The first time you broadcast your video an Adobe Flash Player Settings window will appear. Click Allow for request for access to your camera and microphone. In the Video pod, a preview image appears so you can adjust camera position.

To broadcast your video to all participants click Start Sharing. To pause video, hover the mouse over Video pod, and click the Pause icons. When video is paused, the last image broadcast from your camera remains static in the Video pod until you click Play to resume broadcasting. To stop the video click Stop My Webcam or in the video pod menu select Stop My Webcam in the pop-up menu. When video is stopped, the broadcast image disappears entirely.

Tip: To cancel video sharing, click outside the preview image in the Video pod.
As a host you can share your computer screen, documents, and whiteboard with participants using the Share Pod. To share your computer screen, click Share My Screen. You can either share your Desktop, Applications, or Windows on your computer. To see the same view as the participants click on the Share pod menu icon and select Preview Screen in the pop-up menu. To stop sharing your computer screen, click Stop Sharing.
As a host you can share the PPT, PPTX, Adobe PDF, SWF, FLV, JPEG, and MP3 file types from the Content library or your computer. When shared in a meeting room, PDFs are converted to SWF files to enable synchronized navigation and white board capabilities. From the Share pod, hosts and presenters can download PDFs. PDF Portfolios and PDF files that are password protected cannot be converted into SWF files, preventing them from being shared in Connect. In addition, objects such as comment text, attachments, bookmarks, audio clips within the PDF are either dropped, or only a simple image preview is displayed.

15. You can share documents with participants that have been uploaded to the Content library or directly from your computer in two ways:
   a. In an empty Share pod, click the drop down menu *Share My Screen* in the center, and select *Share Document*.
   b. Or in the upper-right corner of the Share pod, click the menu icon and choose *Share > Document*.

Select an option from -Whiteboards; Uploaded Files - Displays content uploaded for the current meeting. Click *Browse My Computer* to upload content for the current meeting; My Content; Shared Content.
Select the document that you want to share, and click Open. The selected document appears in the Share pod. The document name appears in the title bar of the pod.

16. All documents shared in the Share pod can be viewed but not downloaded by attendees. To enable attendees to download documents, a host or presenter must instead upload documents in the File Share pod. Only host can show or hide a pod and hosts must install the Connect Add-in the first time they attempt to upload content or share a screen.

*Note:* If you have a pop-up blocker enabled in your browser, the dialog box for downloading the Add-in will not appear. To correct this problem, temporarily disable the pop-up blocker.

If you do not have a File Share pod in your meeting room, click Pods > Files Share > Add New File Share. In the File Share pod, you can either click *Upload File*, or choose that command from the pod menu  `≡`. Select *Browse My Computer*, navigate to the file, and click *Open*.
To download file(s) (uploaded by another host or presenter) select the file in the File Share pod and click Save To My Computer. A browser window opens with the Save to My Computer dialog box. (If this window does not appear, adjust the browser’s pop-up blocker settings.) Click the Click to Download link. In the pop-up menu select Save File and click OK. Select a folder on your computer and save file in that folder. To download all files, in the upper-right corner of the File Share pod, click the menu icon ≦ and click Download All.
Step 1:

Step 2:

Step 3:

Step 4:

17. If you wish to display the document in full screen, click the Full screen button in the bottom menu of the Share Pod. Click the Full screen button again to restore to normal view. To stop sharing the document, click Stop Sharing.

18. If a participant has a request or question, or would like to indicate his/her status to the host or presenter, a status icon will appear next to the participant’s name on the Attendee List pod. For instance, if the participant has his/her hand, you will see a message alert at the top of the screen and the raised hand icon next to his/her name and alert window at the bottom right. You can approve or decline the request by
selecting the × and √ next to the participant’s name in the window on the top or alert on the bottom right.

You can clear a participant’s status. In the Attendee pod select the participant > In the main menu, click the triangle to the right of the status button > Select Attendee Options > Select Clear Attendee Status.

To clear the status of all attendees, from the Attendees pod menu and choose Clear Everyone’s Status.
19. If you are using the Chat pod, the host or the presenter and the participants can also use this to communicate with each other. Type your message in the blank textbox and click the Send icon or press enter or return. Your name and your message will then appear on the Chat pod. By default, everyone will see the message. If you wish to send a private message to a specific person (participant, presenter, or host), in the upper-right corner of the Chat pod, click the menu icon and select the intended recipient of your message. At the bottom of the Chat pod, tabs appear that let you view different conversations. Hosts can display date and time of chat entries by clicking Show Timestamps in menu icon.

20. To end a meeting, click the Meeting drop-down menu and select End Meeting. The End Meeting window appears. You can customize the message that will be shown to everyone. Click OK. The meeting window will close.