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Information Technology

Adobe Connect Manual

October 2013

Training and Empowerment

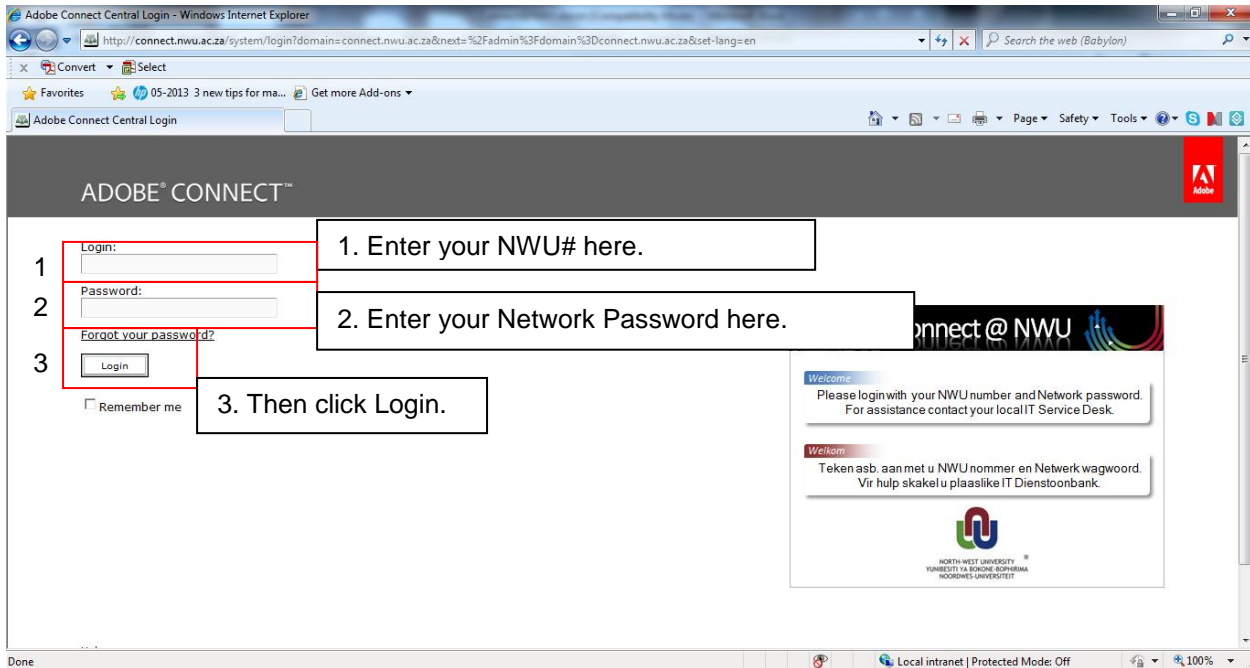
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Adobe Connect Manual

1 How to login to Adobe Connect

Use the URL connect.nwu.ac.za to access the Login screen.



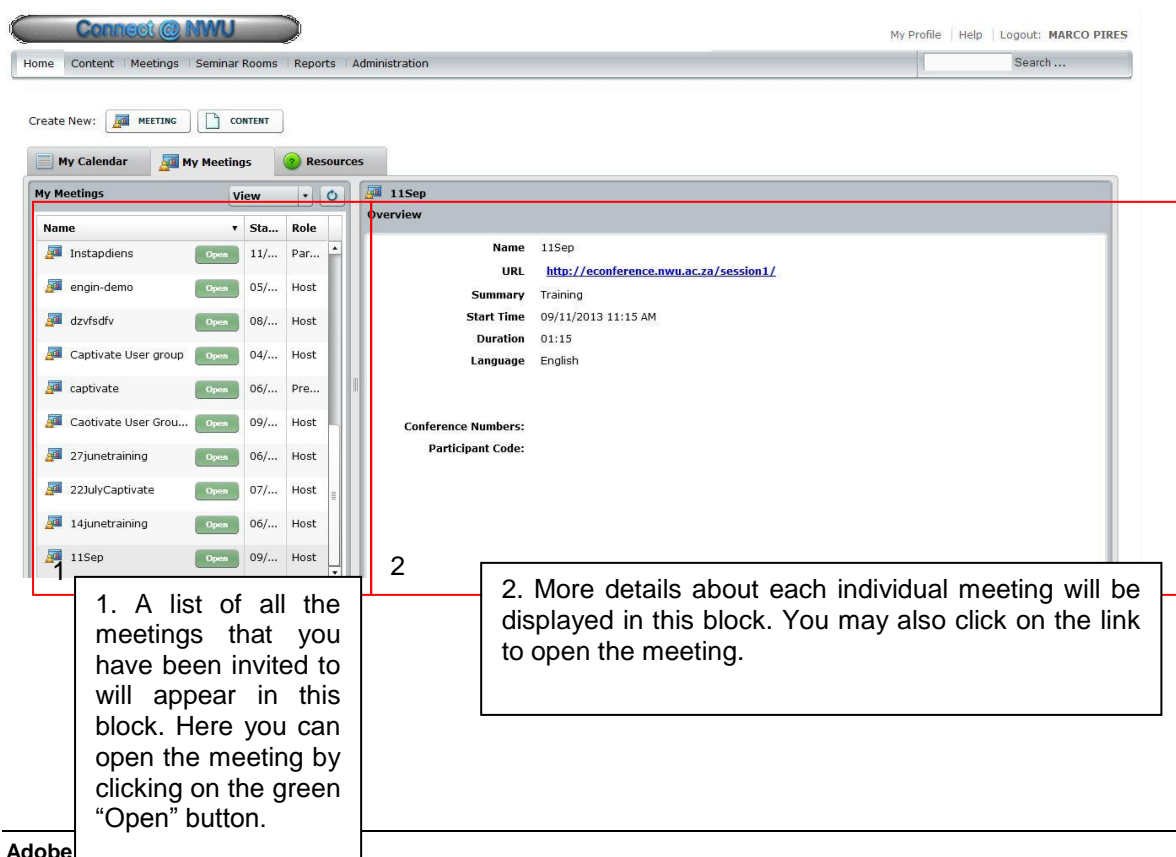
1. Enter your NWU# here.

2. Enter your Network Password here.

3. Then click Login.

1.1 The Home page

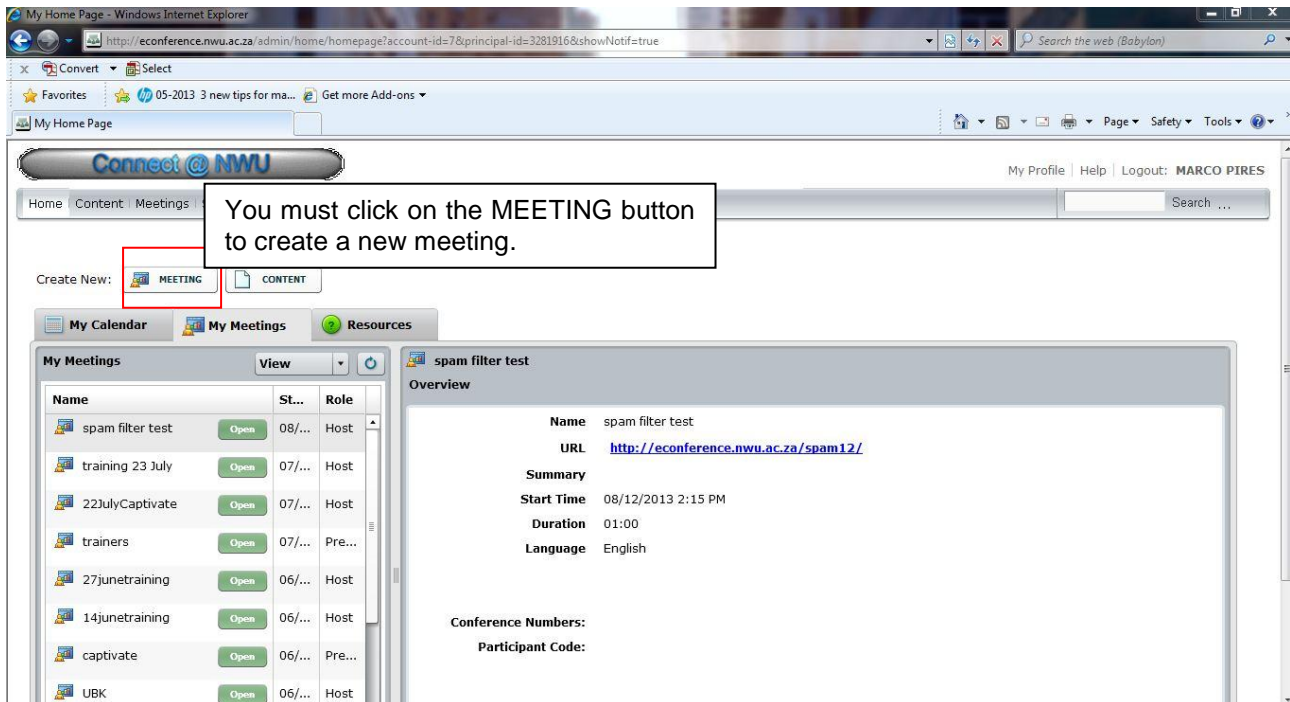
Once you login, you will be directed to this page.



1. A list of all the meetings that you have been invited to will appear in this block. Here you can open the meeting by clicking on the green "Open" button.

2. More details about each individual meeting will be displayed in this block. You may also click on the link to open the meeting.

2 How to create a new meeting



My Home Page - Windows Internet Explorer

http://econference.nwu.ac.za/admin/home/homepage?account-id=7&principal-id=3281916&showNotif=true

Connect @ NWU

Home Content Meetings

Create New: **MEETING** CONTENT

My Calendar My Meetings Resources

My Meetings

Name	St...	Role
spam filter test	08/...	Host
training 23 July	07/...	Host
22JulyCaptivate	07/...	Host
trainers	07/...	Pre...
27junetraining	06/...	Host
14junetraining	06/...	Host
captivate	06/...	Pre...
UBK	06/...	Host

spam filter test

Overview

Name: spam filter test

URL: <http://econference.nwu.ac.za/spam12/>

Summary

Start Time: 08/12/2013 2:15 PM

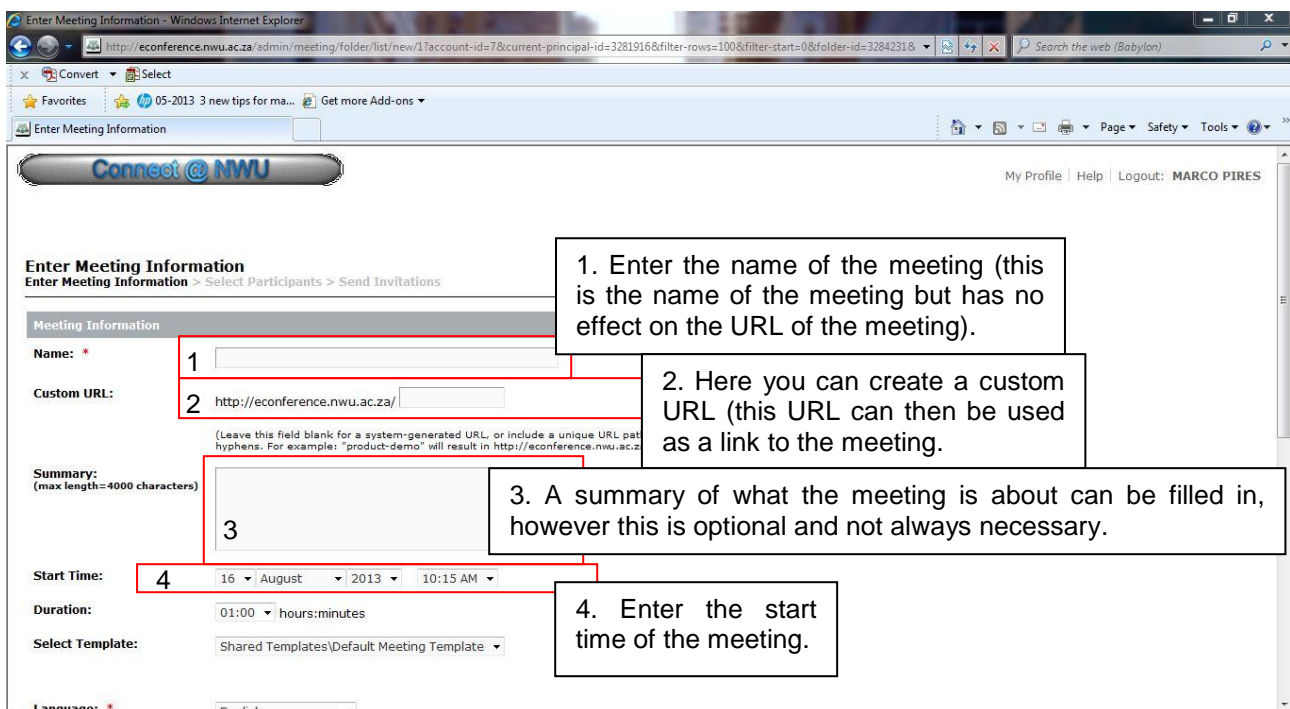
Duration: 01:00

Language: English

Conference Numbers:

Participant Code:

2.1 Meeting details



Enter Meeting Information - Windows Internet Explorer

http://econference.nwu.ac.za/admin/meeting/folder/list/new/1?account-id=7¤t-principal-id=3281916&filter-rows=100&filter-start=0&folder-id=3284231&

Connect @ NWU

My Profile Help Logout: MARCO PIRES

Enter Meeting Information > Select Participants > Send Invitations

Meeting Information

Name: * 1

Custom URL: 2 <http://econference.nwu.ac.za/>

(Leave this field blank for a system-generated URL, or include a unique URL path with hyphens. For example: "product-demo" will result in <http://econference.nwu.ac.za/product-demo/>)

Summary: (max length=4000 characters) 3

Start Time: 4 16 August 2013 10:15 AM

Duration: 01:00 hours:minutes

Select Template: Shared Templates\Default Meeting Template

Language: * English

1. Enter the name of the meeting (this is the name of the meeting but has no effect on the URL of the meeting).

2. Here you can create a custom URL (this URL can then be used as a link to the meeting).

3. A summary of what the meeting is about can be filled in, however this is optional and not always necessary.

4. Enter the start time of the meeting.

Enter Meeting Information - Windows Internet Explorer

http://econference.nwu.ac.za/admin/meeting/folder/list/new/1?account-id=7¤t-principal-id=3281916&filter-rows=100&filter-start=0&folder-id=3284231&...

Enter Meeting Information

Start Time: 16 August 2013 10:15 AM

Duration: 5 01:00 hours:minutes

Select Template: 6 Shared Templates\Default Meeting Template

Language: 7 English

Access: 8 Only registered users and accepted guests may enter the room

Audio Conference Settings

☒ Do not include any audio conference with this meeting.

☐ Include audio conference details with this meeting.

Conference Number(s):

Moderator Code:

Participant Code:

☒ Update information for any items linked to this item.

* - indicates required fields

Participant Code:

☒ Update information for any items linked to this item.

* - indicates required fields

Cancel < Previous Next > Finish

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5. Enter the duration of the meeting.

6. You may leave templates as is.

7. The default language you may leave as English.

8. Here you may select one of three setting that control access to the meeting. First setting (Only registered users may enter the meeting, if a user is invited to the meeting by you, they may enter the meeting). Second setting (Registered users and accepted guests, users that are invited by you and uninvited guests may enter the meeting but the uninvited guests may only enter if you accept their request to enter the meeting). Third setting (The meeting is open to anyone who has the URL to the meeting).

The audio setting you may leave as is.

Once you have entered your meeting settings you may proceed by clicking Next.

2.2 Manage participants

2.2.1 Select Participants

Select Participants - Windows Internet Explorer

http://econference.nwu.ac.za/admin/meeting/folder/list/...

Select Participants

Enter Meeting Information > Select Participants > Send Inv...

Available Users and Groups

A DEONARAIN	23399260
A DIKOME	24434450
A DISEBO	24558958
A DITA	23885920
A DLAMINI	24946826
A DLANI	20920032
A DONKOR	23976888
A DU PLESSIS	10605118
A DU PLESSIS	12780200
A DU PLESSIS	13030116
A DU PLESSIS	25013440
A DU PLESSIS	21140588

Search Add

Current Participants For dzvlsdvv

MARCO PIRES	Host	12933600

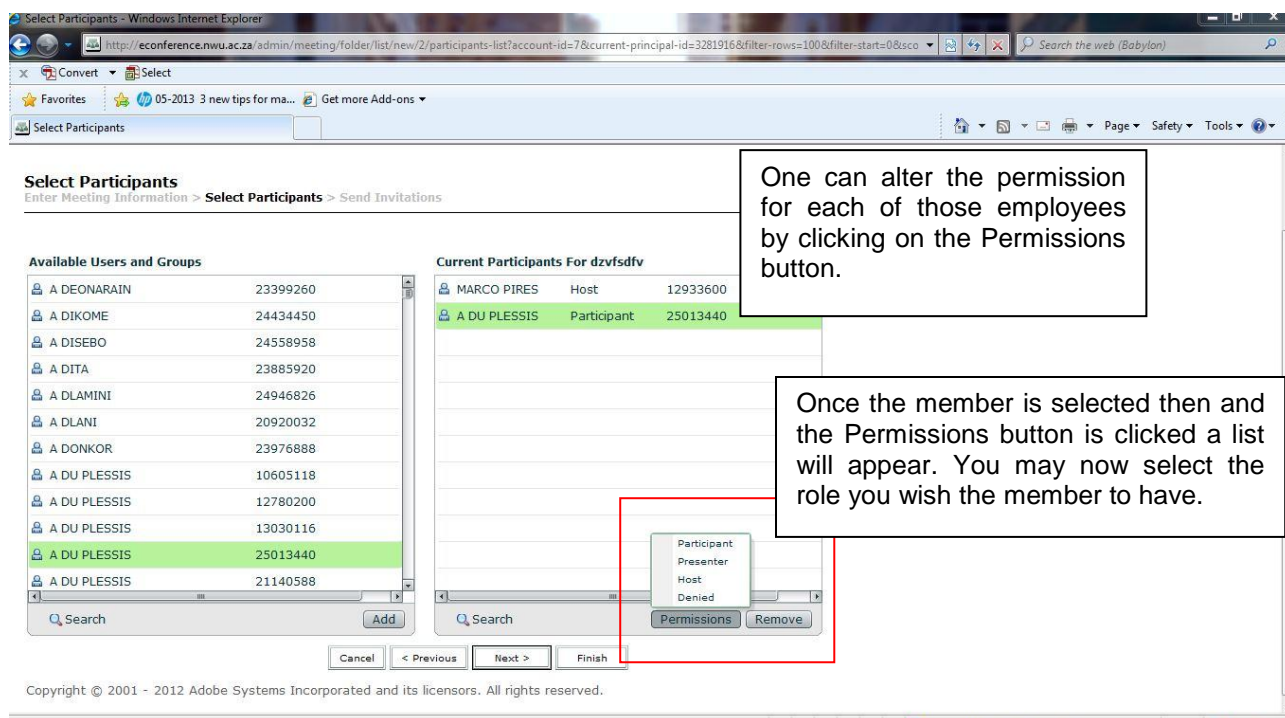
Search Permissions Remove

Cancel < Previous Next > Finish

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You may use this list box to search for NWU employees that you wish to add as members to the meeting. Once you have clicked on an employee then you may click on the Add button to add the employee as a participant.

2.2.2 Changing Permissions



- **Participant:** Members who may only view other member's webcams and listen to other members but have no rights to share their own webcam and activate their microphones. This person may view the meeting, use chats and indicate gestures such as "speed up" or "slow down".
- **Presenter:** Presenters have the right to share their webcam, activate their microphone and share applications and their desktop for other members to see.
- **Host:** Hosts have the right to share the webcam, activate the microphone and share applications on their desktop for other members to see. Hosts also have the added benefit of changing rights while in the meeting, this is done by clicking in the name of the member and then selecting which role the member should have
- **Denied:** This person is denied any rights.

2.2.3 Permissions of Members

Roles/Permissions	Gestures	Webcam/Microphone	Share applications
Participant	√		
Presenter	√	√	√
Host	√	√	√

Select Participants - Windows Internet Explorer

http://econference.nwu.ac.za/admin/meeting/folder/list/new/2/participants-list?account-id=7¤t-principal-id=3281916&filter-rows=100&filter-start=0&sc=

Select Participants

Enter Meeting Information > **Select Participants** > Send Invitations

Available Users and Groups		Current Participants For dzvfsdfv	
A DEONARAIN	23399260	MARCO PIRES	Host 12933600
A DIKOME	24434450	A DU PLESSIS	Participant 25013440
A DISEBO	24558958		
A DITA	23885920		
A DLAMINI	24946826		
A DLANI	20920032		
A DONKOR	23976888		
A DU PLESSIS	10605118		
A DU PLESSIS	12780200		
A DU PLESSIS	13030116		
A DU PLESSIS	25013440		
A DU PLESSIS	21140588		

Search Add

Cancel < Previous **Next >** Finish

You may now proceed by clicking Next.

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2.3 Sending invitations

Send Invitations - Windows Internet Explorer

http://econference.nwu.ac.za/admin/meeting/folder/list/new/3?account-id=7¤t-principal-id=3281916&filter-rows=100&filter-start=0&principal-id=328191

Send Invitations

Enter Meeting Information > Select Participants > **Send Invitations**

This feature allows you to send invitations to your meeting invitees. These invitations will be sent to the meeting.

Send E-Mail Invitations:

1 ☒ Send Invitations
☐ Do not send invitations

To: All Hosts, Presenters and Participants

Subject: Adobe Connect - Meeting Invitation to "I"

Attach Microsoft® Outlook™ calendar event (.ics) to e-mail message:

2 ☒ Yes

2. Make sure that this checkbox is unchecked.

Message Body:

Please join me in an Adobe Connect Meeting.

Meeting Name: dzvfsdfv
Summary:
Invited By: MARCO PIRES (Marco.Pires@nwu.ac.za)
When: {meeting-time}
Time Zone: {time-zone}

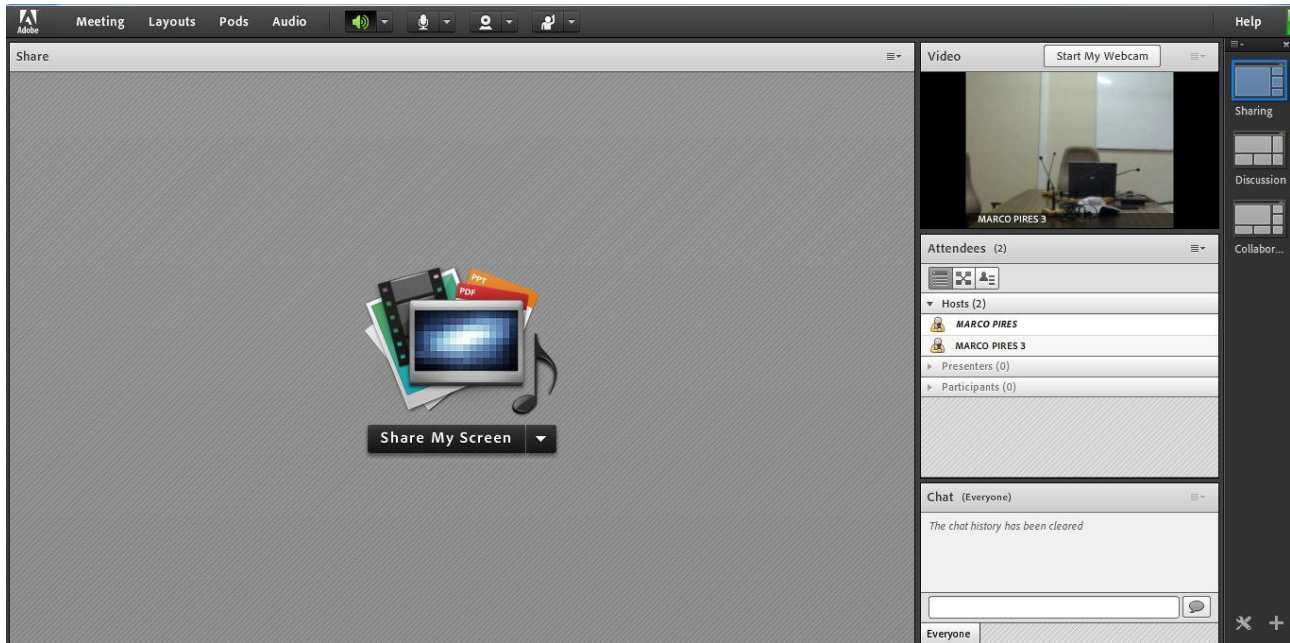
Cancel < Previous **Next >** Finish

Click Finish. An email will be sent to the various employees if in Step 1 the Send Invitations radio button is selected. In this mail all the necessary information will be added such as the URL of the meeting, the time of the meeting, what right that specific person has and what the meeting is about. **This is the final step and the meeting will now be created.**

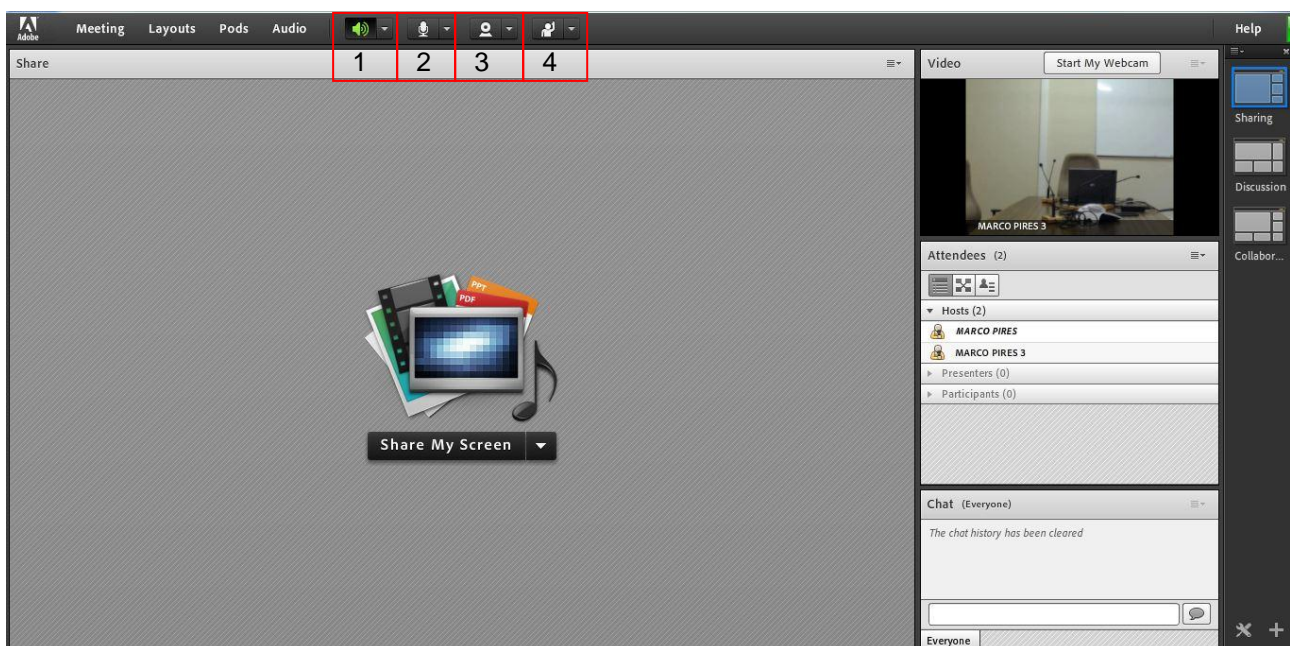
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3 In a meeting

When entering the meeting the layout will look as follows:



3.1 Multimedia devices



There are different settings that can be adjusted while using Adobe Connect. These are namely:

1. **The speakers:** Switch these on and off during the meeting.
2. **The microphone:** Switch these on and off during the meeting. But note only Collaborators and Hosts have rights to activate their speakers.
3. **The web camera:** Activate the web camera during the meeting. But note only Collaborators and Hosts have the rights to activate their web cameras.
4. Members with Participant rights may give various indications to speed up, slow down, speak louder etc.

See paragraph 2.2.3 for Permissions of Members

3.2 Different types of Layouts

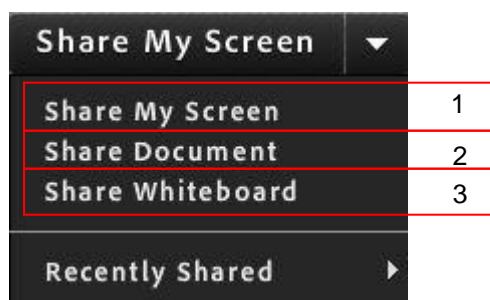
3.2.1 Sharing layout

The Sharing layout is used for when one of the members that have the rights of Host or Presenter would like to broadcast their screen or an application to the rest of the members attending the meeting.

There are various options when it comes to sharing on Adobe Connect. All of the options can be accessed at the same place.

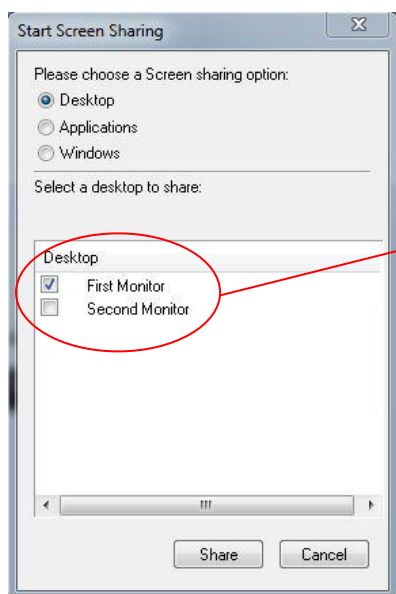


Once clicked on the "Share My Screen" button, the following drop down box will appear.



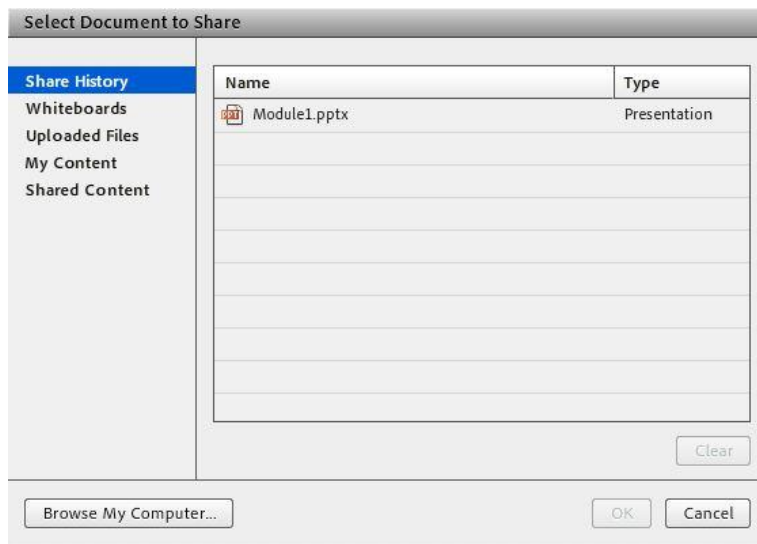
1. **Share My Screen:** It is possible to allow other members to either view your desktop, specific applications or specific windows.

This option allows either a Host or a Presenter to share the entire screen so that the other members of the meeting can see exactly what is being done. A feature of this option is that if there are dual screens (such as setups with a laptop screen and a computer screen or television screen), then it is possible to share what is visible on only one of the screens if need be.



Here you will be able to specify which monitor should be shared.

2. **Share Document:** Using this option, the entire screen will not be shared but instead there is an option to share a document/application or a specific window only.

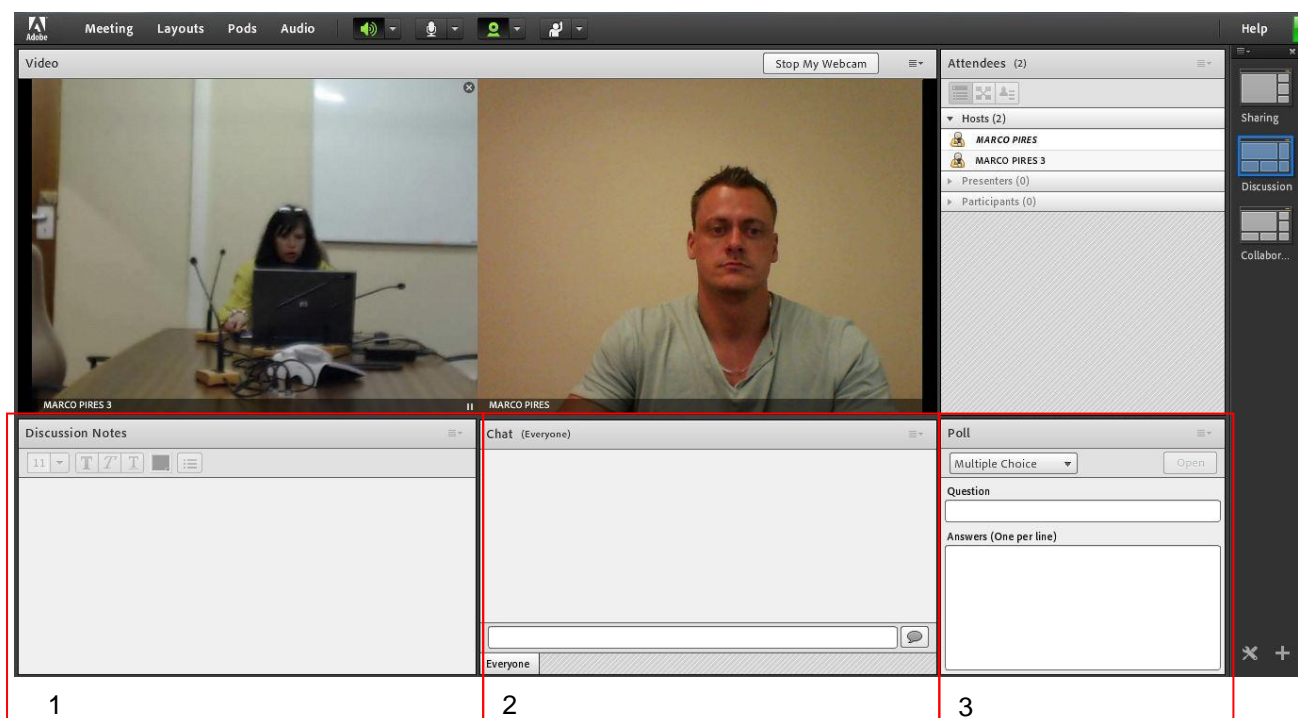


Note: Here all the documents that are currently open will appear in a list and can be selected. To share documents that are not currently open, click on the “Browse My Computer” button to search for the correct document.

Share Whiteboard: One can activate a “Whiteboard” where an option will be available to draw and edit the whiteboard and other members will be able to see what is drawn.

3.2.2 Discussion layout

This Layout is used when the primary focus of the meeting is to be able to view all Hosts/Presenters with ease and it is not necessary to share documents or use a whiteboard.

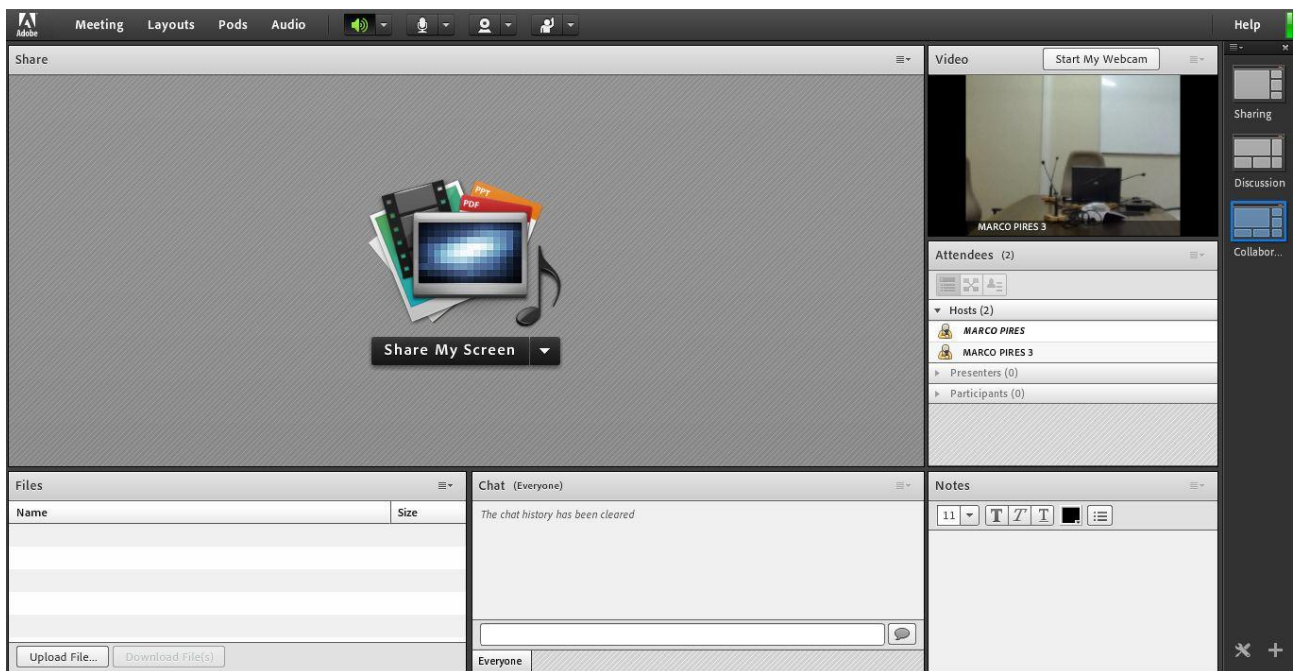


Features in this layout are:

1. **Discussion Notes:** While typing in this section, other members of the meeting can edit the Host/Presenters’ writing.
2. **Chat:** No one will be able to edit what was typed in this section but it will be visible to everyone and show which member has typed the message.
3. **Poll:** This option enables the Host or Presenter to ask a question and all members of the meeting can answer it. A breakdown of the answers, is given.

3.2.3 Collaboration layout

The Collaboration layout is used for when members of the meeting want to work together. All Hosts and Presenters have access to the whiteboard.



Original details: Marco Pires(12933600) C:\Users\12933600\Documents\Work\connect\Adobe Connect Manual2.docm
2 December 2013