Information Technology

Adobe Connect Manual

October 2013

Training and Empowerment

Table of Contents

NORTH-WEST UNIVERSITY
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT
®

IT
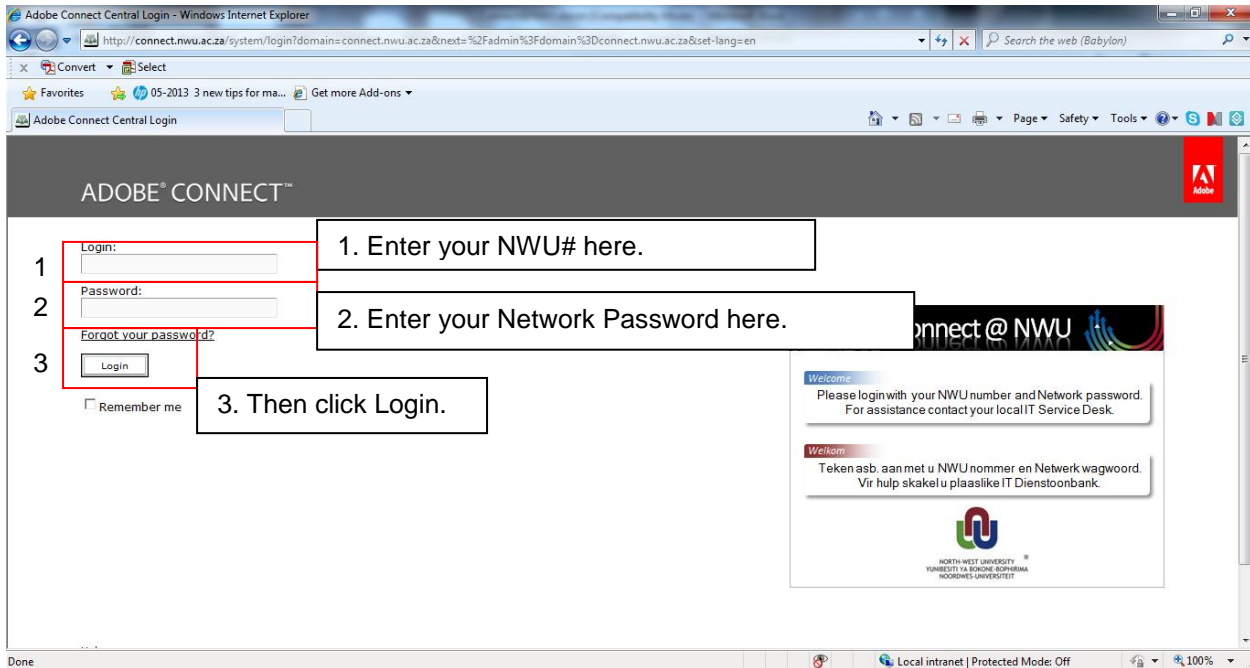
Adobe Connect Manual

1 How to login to Adobe Connect

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

1.1 The Home page
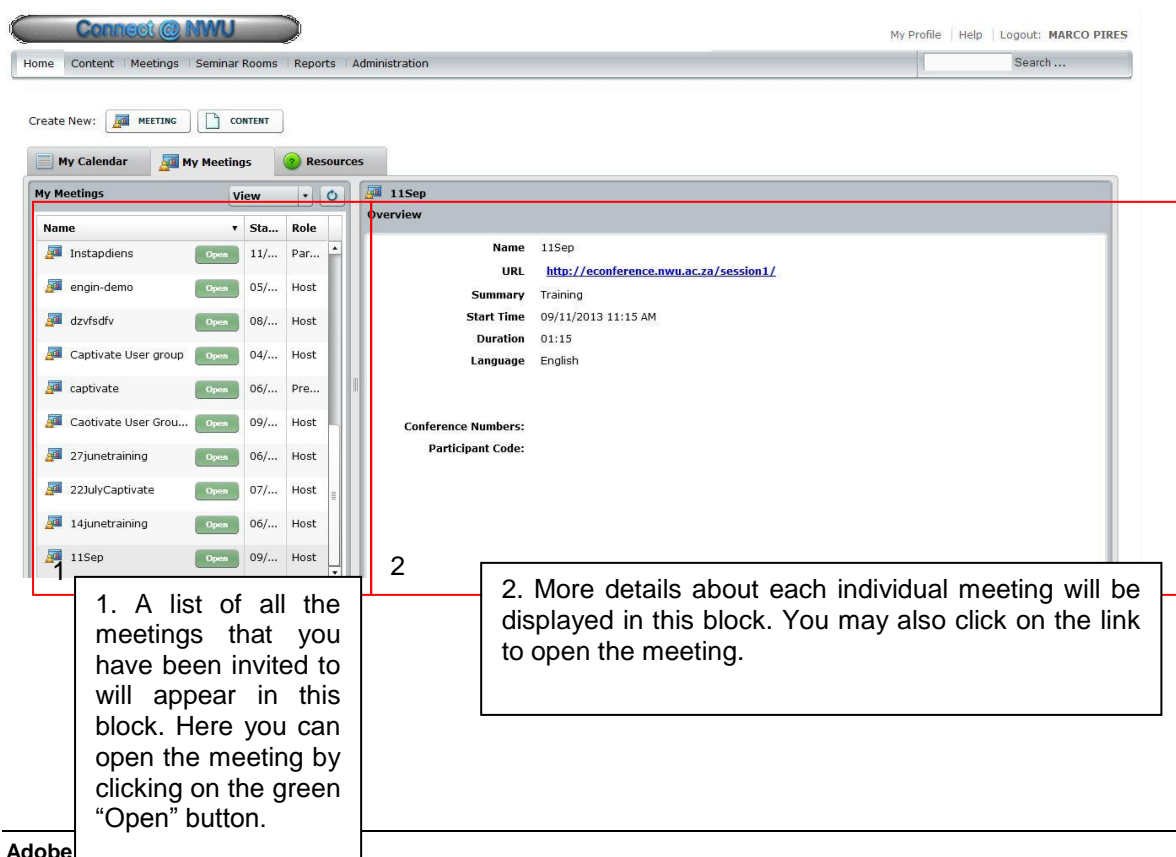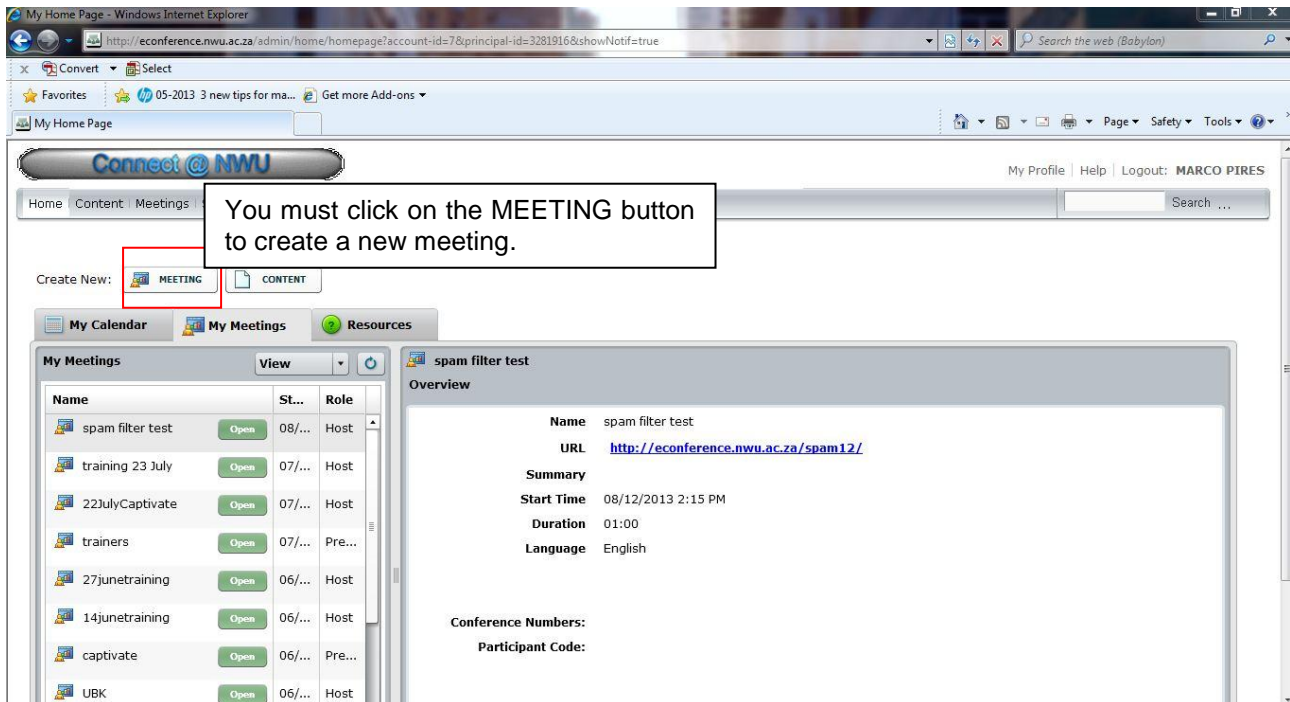
Once you login, you will be directed to this page.

2 How to create a new meeting

You must click on the MEETING button to create a new meeting.

2.1 Meeting details

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.

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

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

One can alter the permission for each of those employees by clicking on the Permissions button.

Once the member is selected then and the Permissions button is clicked a list will appear. You may now select the role you wish the member to have.
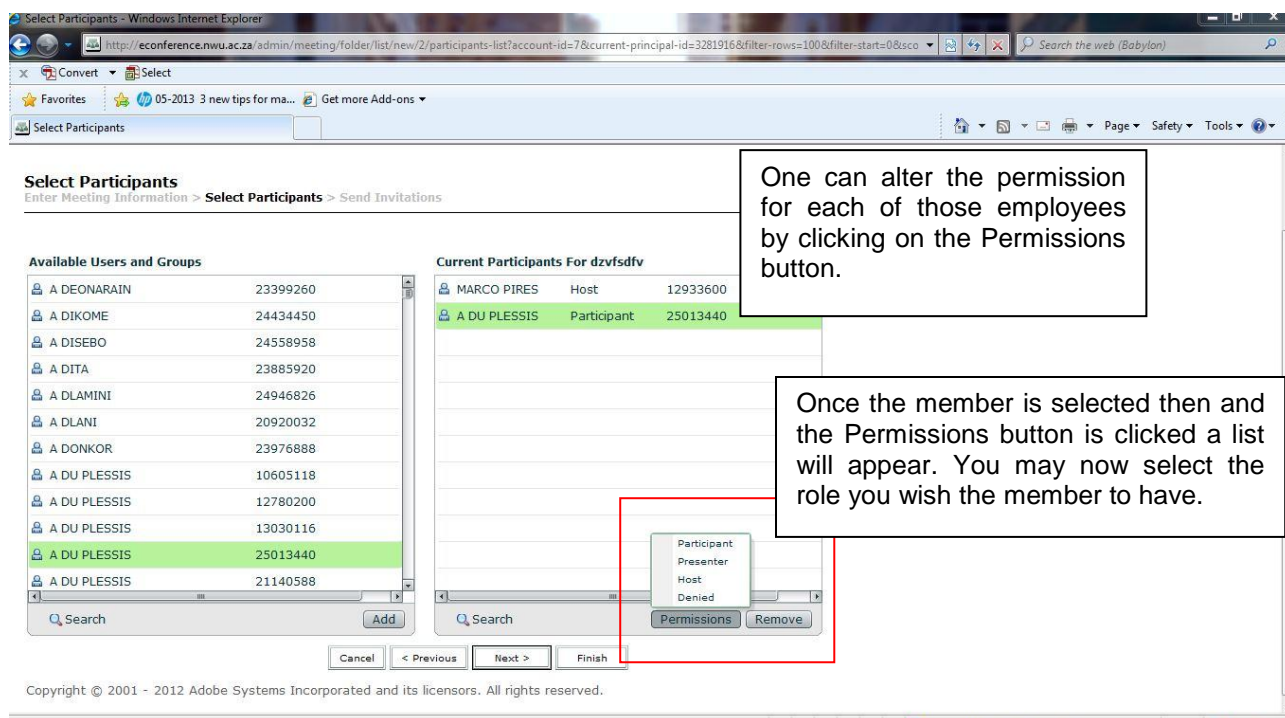
- **Participant**: Members who may only view other member's webcams and listen to other members but have no rights to share their own webcam and activate their microphones. This person may view the meeting, use chats and indicate gestures such as "speed up" or "slow down".

- **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	√	√	√

You may now proceed by clicking Next.

2.3 Sending invitations

1. Choose whether or not the send an invitation.

2. Make sure that this checkbox is unchecked.

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.**

3   In a meeting

When entering the meeting the layout will look as follows:
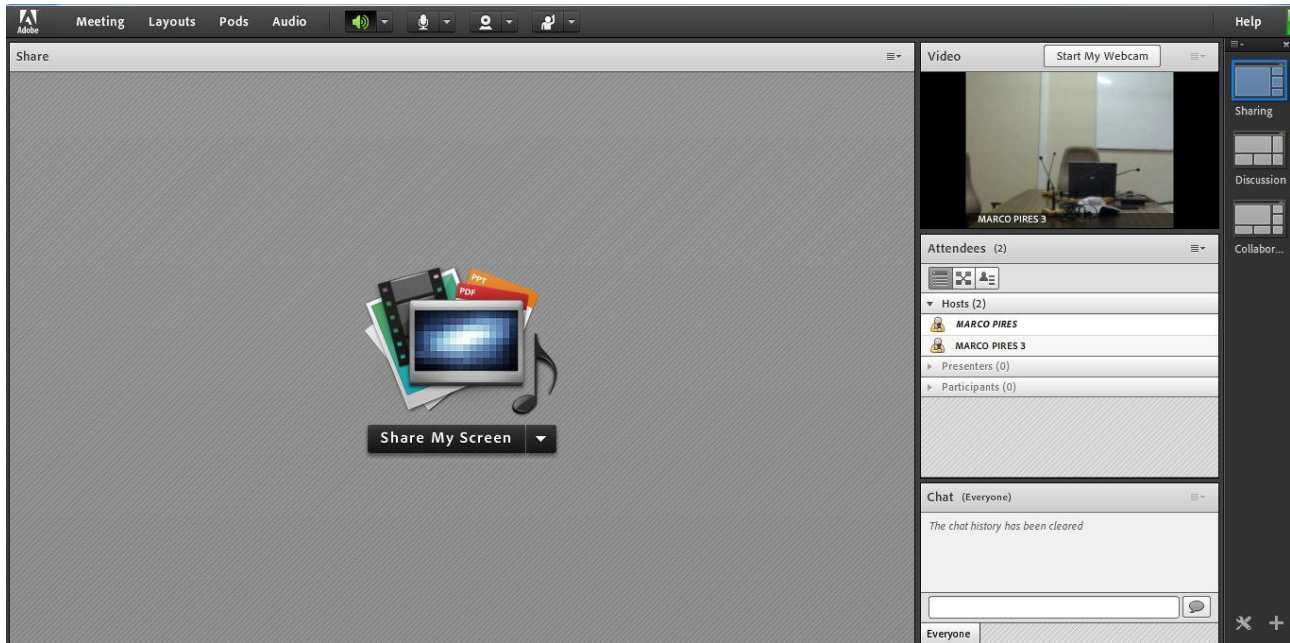
3.1   Multimedia devices
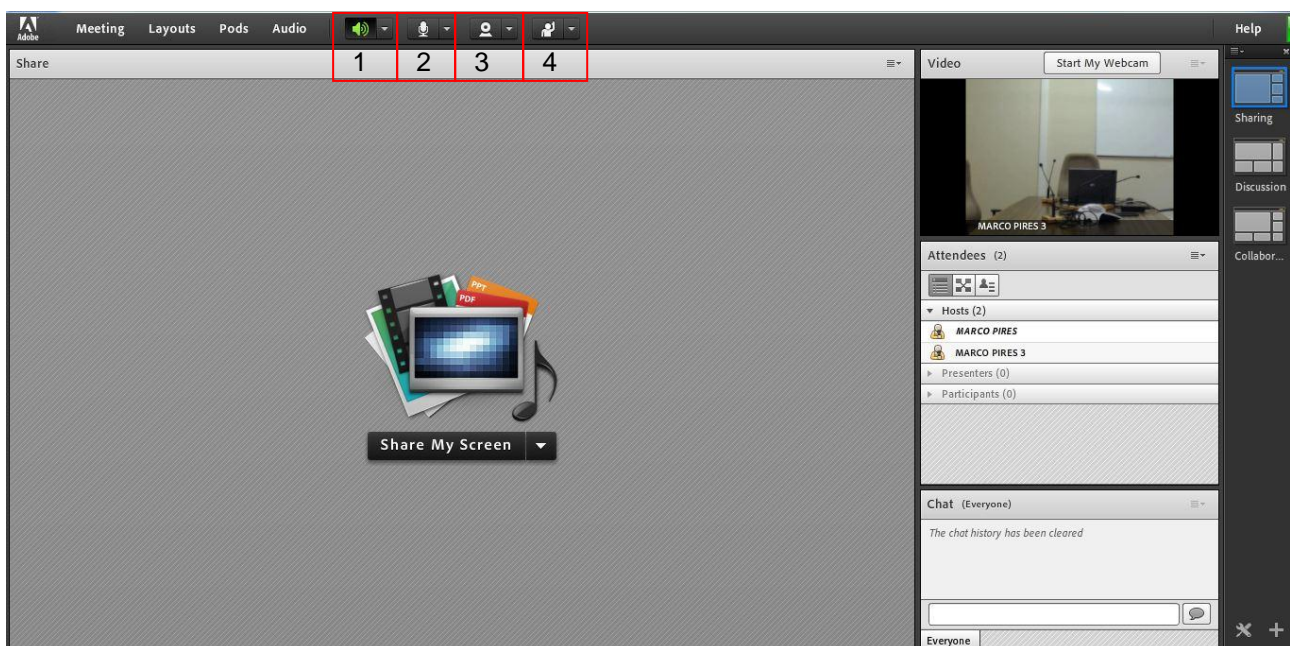
There are different settings that can be adjusted while using Adobe Connect. These are namely:

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.

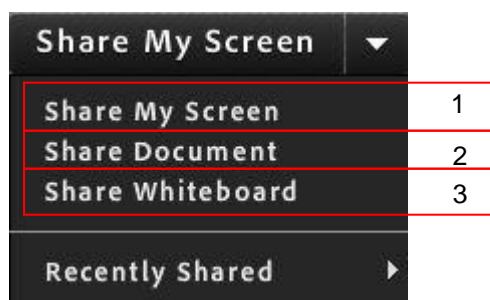Once clicked on the "Share My Screen" button, the following drop down box will appear.

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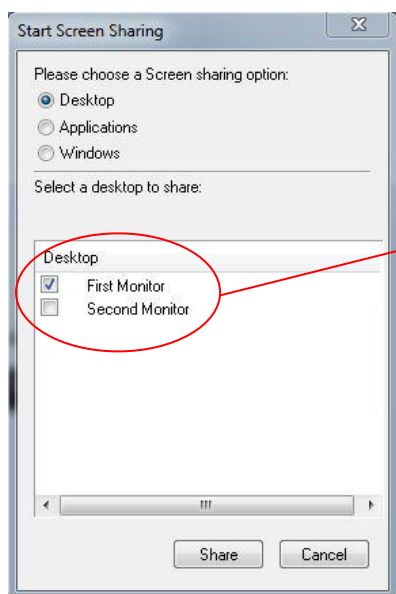
Here you will be able to specify which monitor should be shared.

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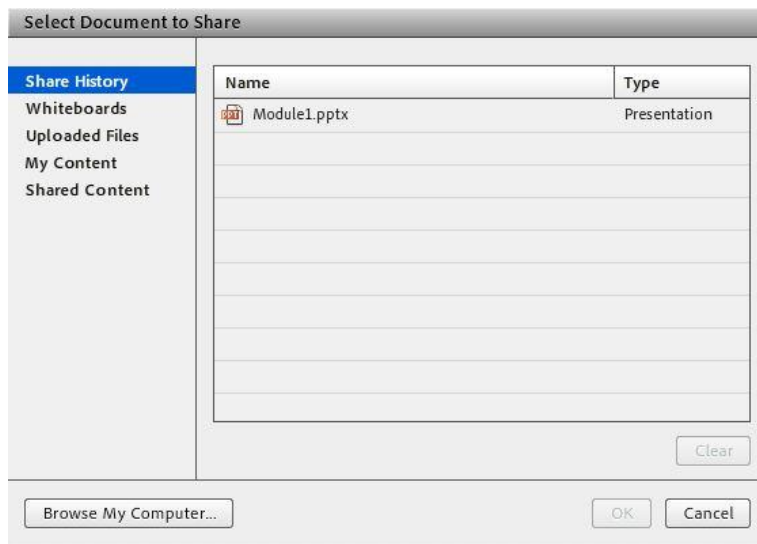
Note: Here all the documents that are currently open will appear in a list and can be selected. To share documents that are not currently open, click on the "Browse My Computer" button to search for the correct document.

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.
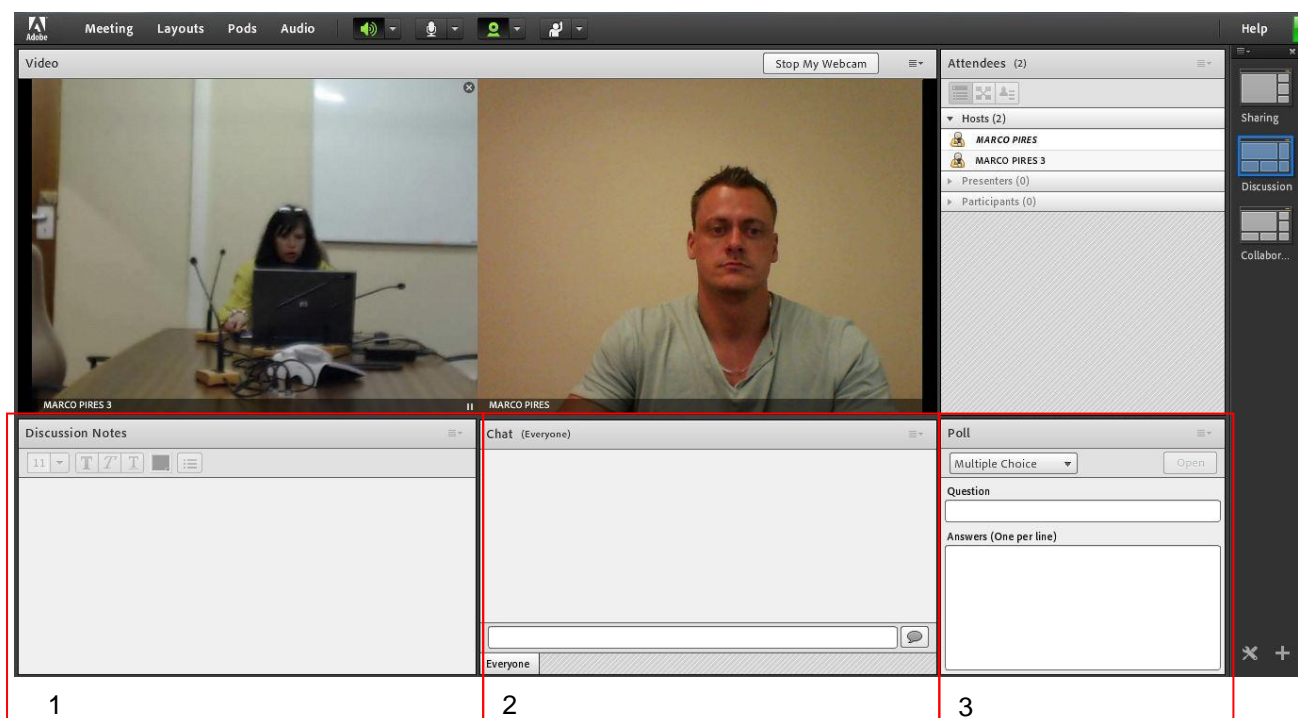

Features in this layout are:

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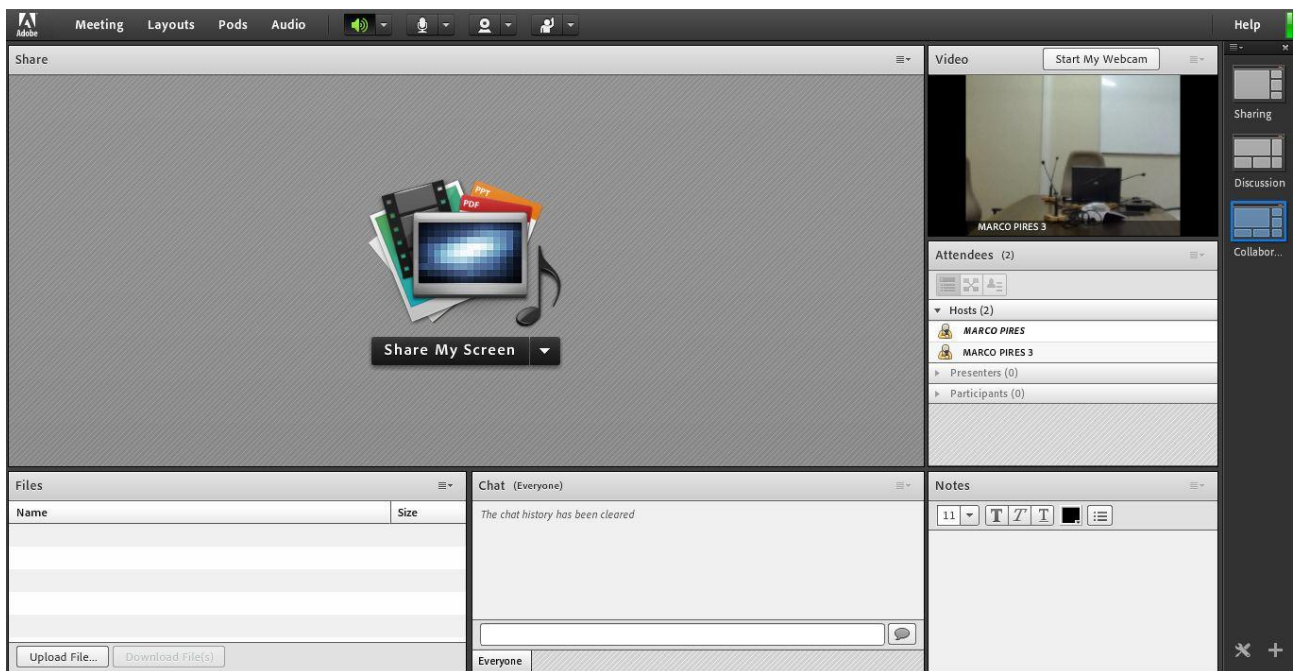
Original details: Marco Pires(12933600) C:\Users\12933600\Documents\Work\connect\Adobe Connect Manual2.docm
2 December 2013