Information Technology Services Reference Guide

Adobe Connect

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Create a Meeting

An Adobe® Connect™ Pro meeting is a live online conference for multiple users. The meeting room is an online application that is used to conduct a meeting. It consists of various display panels, called pods. The meeting room enables multiple users to share computer screens or files, chat, broadcast live audio and video, and take part in other interactive online activities.

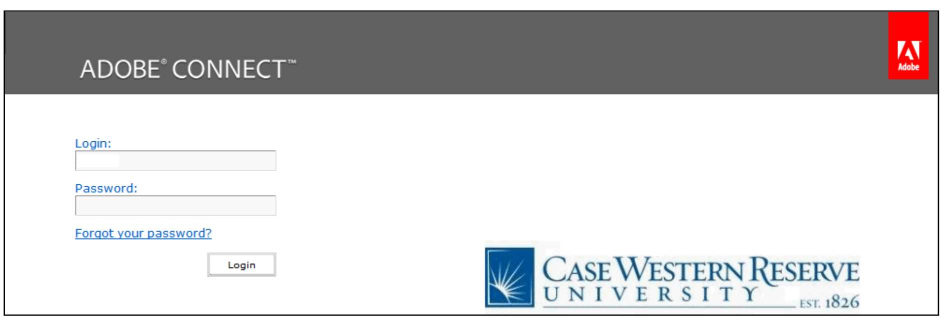
Once you create a meeting room, it exists until you delete it. Its location is a URL, assigned by the system or customized by you when the meeting is created. When you click the URL, you enter the virtual meeting room. A meeting room can be used over and over for the same weekly meeting. The host can leave it open or closed between scheduled meetings. If it is open between meetings, attendees are free to enter the room at any time to view content.

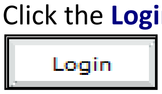
To take part in a meeting, you must have a browser, a copy of Flash® Player 8 or higher, and an Internet connection.

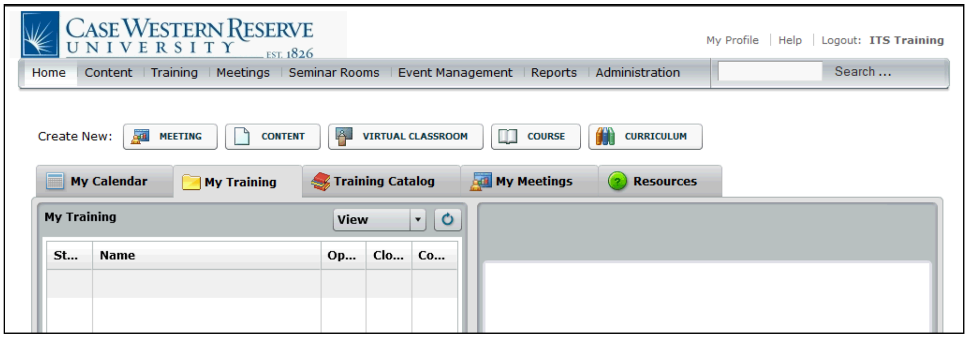
Procedure

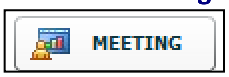
Use these directions to create a meeting in Adobe Connect.

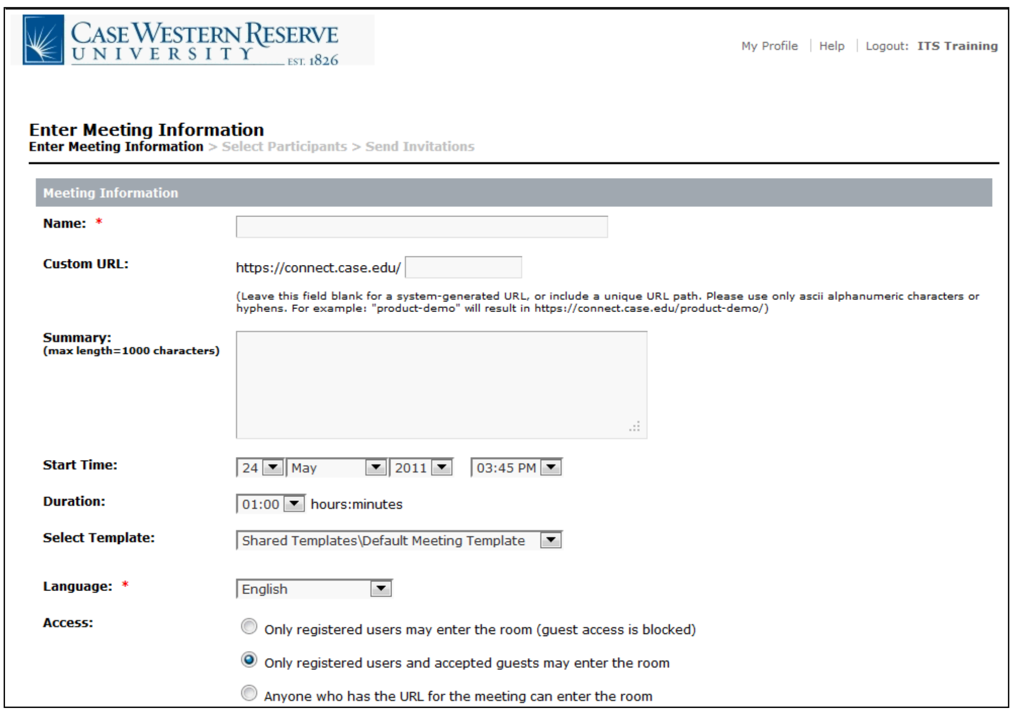
Begin by opening your Internet browser and going to *connect.case.edu*



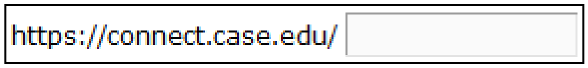
Step	Action
1.	Enter your CWRU Network ID into the **Login:** field.
2.	Enter your CWRU Network ID password into the **Password:** field.
3.	Click the **Login** button. 



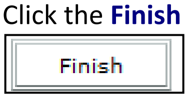
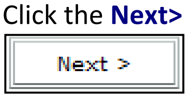
Step	Action
4.	Your Connect homepage appears. Click the **Meeting** button to create a new meeting. 

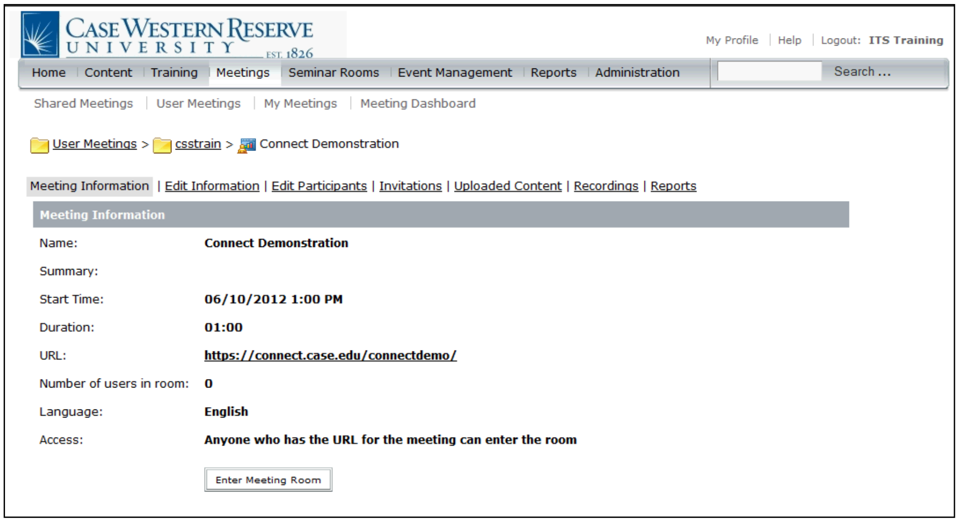


Step	Action
5.	The Enter Meeting Information screen appears. Enter a name for the meeting into the **Name** field.

Step	Action
6.	To specify your meeting room's URL and make it easier to access, enter an appropriate name or abbreviation for the meeting into the **Custom URL** field. 
7.	**Optional:** Designate the **Start Time** for your meeting. There are fields for the date, month, year and time. **Note:** this will not affect the meeting room or access to it.
8.	Do not change the contents of the **Select Template** menu.
9.	The language for the meeting room defaults to English. **Optional:** If you need to change the language of the meeting room, click the **Language** list and select the appropriate language.
10.	The **Access** options enable you to determine who can enter the meeting room. If you plan to invite people to your meeting who are not members of the CWRU community, select the option for **Anyone who has the URL for the meeting can enter the room** or **Only registered users and accepted guests may enter the room.**

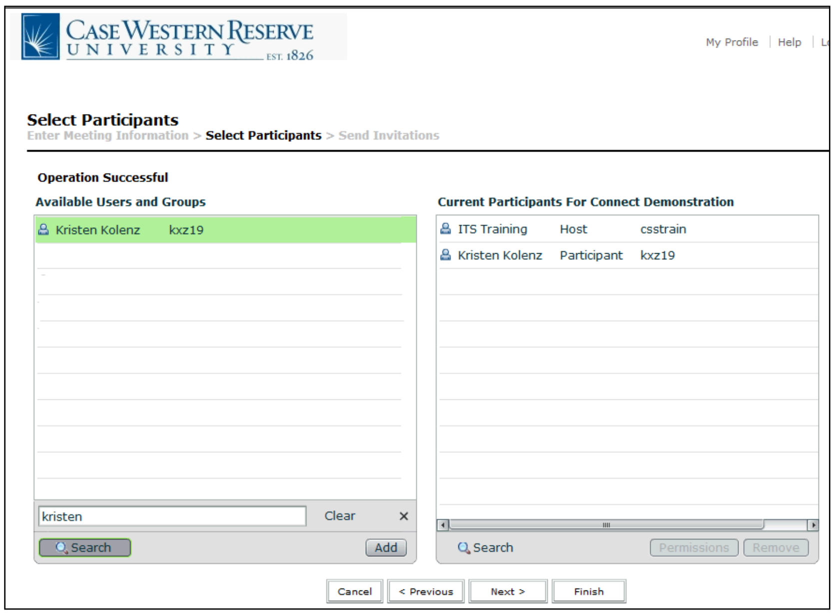
If you select the option for **Only registered users and accepted guests may enter the room**, you and other hosts will be prompted to permit each guest into the meeting room as they arrive.

Step	Action
11.	Click the **Finish** button. 
	Click the **Next>** button.  . Go to step 13 on page 5



Step	Action
12.	Your meeting is created. You can access the meeting through the URL that was created or by clicking the **Enter Meeting Room** button. Your meeting can be found in the future on the Meetings tab after logging into *connect.case.edu* **End of Procedure.** Remaining steps apply to other paths.

Step	Action
13.	To add participants, click the **Search** button. A search box appears. Enter the name of a participant into it. As you type, search results will appear in the box above. 
14.	Add participants to the list by double-clicking on each individual's name. Repeat this process for all participants that will be part of the meeting.

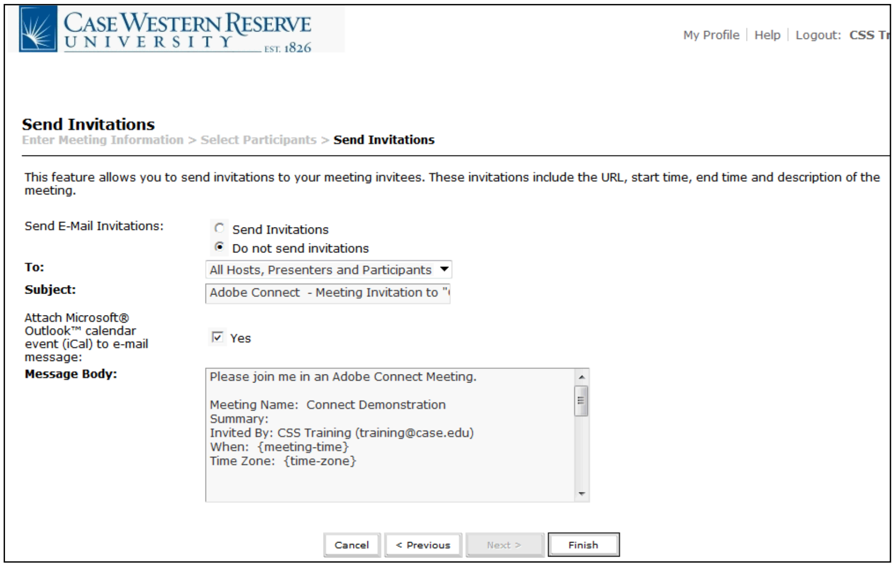


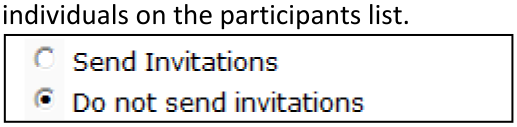
Step	Action
15.	Each participant is automatically assigned the Participant role. **Note:** Roles can be changed on this screen or in the meeting room. See the topic called "Change Participant Roles" for information.

Roles

Participant: Meeting participants can use all pods except for Camera and Voice and Sharing.
Presenter: Meeting presenters can use all pods, share content and share their desktop.
Host: Meeting hosts can use all pods, change the layout of the meeting room, give participants the right to use audio/video, change participant/presenter roles, and request to share other participants' desktops.

Step	Action
16.	Click the **Next>** button. 



Step	Action
17.	The Send Invitations screen appears. You are given the choice to send or not send email invitations to guests. The default option, **Do not send invitations**, is selected. Optionally, click the **Send Invitations** radiobutton to send invitations to the individuals on the participants list. 
18.	If you elect to send invitations, you can select the individuals who receive emails based on their role in the meeting by selecting the **To** menu.

If you elect to send an email, you also have the option to send an Outlook Calendar event (iCal) with the email message. The default is **Yes**.

The **Message Body** field contains the information that will appear in the message. The items in { } are fields that will contain the meeting information. You can add information to the Message Body field as desired, but do not delete the field items.

Step	Action
19.	Click the **Finish** button. 

Step	Action
20.	Your meeting is created. You can access the meeting through the URL that was created or by clicking the **Enter Meeting Room** button. Your meeting can be found in the future on the Meetings tab after logging into *connect.case.edu*
21.	This completes the process of creating a meeting. **End of Procedure.**

Add Participants

When using meeting access settings that prevent guests or non-participants from entering the room, you may be required to add and remove meeting participants prior to the start of the meeting.

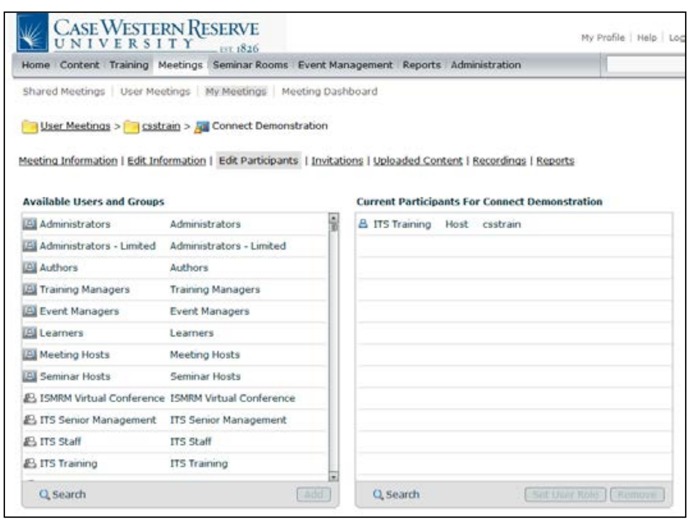
This topic will demonstrate how to add participants to or remove them from a meeting in *connect.case.edu*

Procedure

Use these directions to add participants to a meeting.

Begin by logging in to *connect.case.edu* with your CWRU Network ID and password.

Step	Action
1.	Your Connect homepage appears. Click the **Meetings** tab. Meetings
2.	The Meeting List appears. Select your meeting.
3.	The Meeting Information screen appears. Click the **Edit Participants** link. Edit Participants

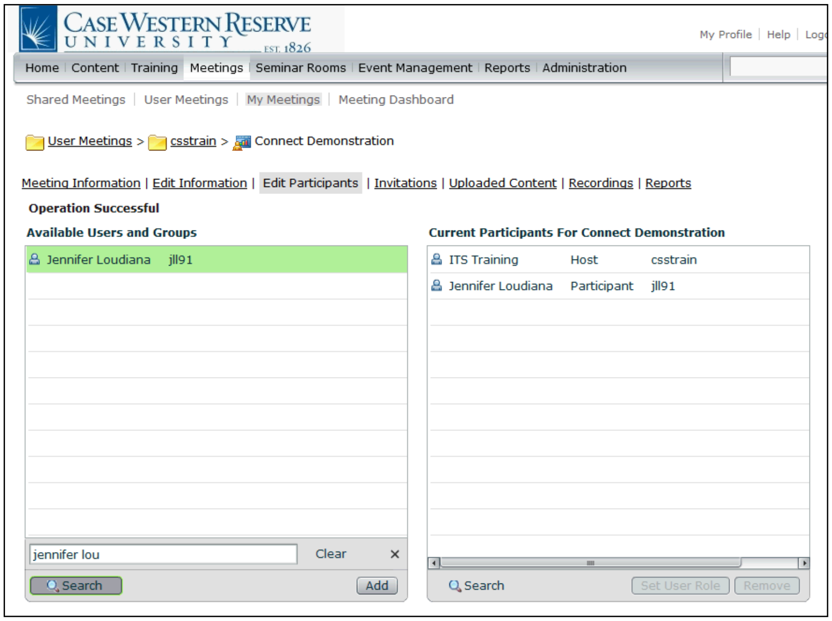


Step	Action
4.	The Edit Participants screen appears. A list of **Available Users and Groups** is located on the left side of the screen. A list of **Current Participants** is listed on the right side of the screen. To add participants, click the **Search** button. 

Depending on the Access setting for your meeting, it may or may not be necessary to designate participants in the meeting. Meetings with access set to "Only registered users may enter the room (guest access is blocked)" require that participants be designated in order to attend.

Best practice for instructors: If you will be using your meeting room regularly over the course of a class, adding your students as participants will make it easier for you to track their entry into the meeting room and when they view a recorded meeting. Setting your access to "Only registered users and accepted guests may enter the room" will force students to sign into the meeting room with their CWRU Network ID, while also enabling occasional guests (e.g. speakers) into the room.

Step	Action
5.	A text entry field appears. Enter the first or last name of an individual who will be participating in the meeting.
6.	As you type, search results will appear. Double-click the name of the individual when it appears in the **Available Users and Groups** box.



Step	Action
7.	The name is added to the **Current Participants** list. Each participant is automatically assigned the Participant role. To make a participant a presenter or host, begin by clicking on the name in the Current Participants box. **Note:** Roles can also be changed in the meeting room. Participant

<u>Roles</u>

Participant: Meeting participants can use all pods except for Camera and Voice and Sharing.
Presenter: Meeting presenters can use all pods, share content and share their desktop.
Host: Meeting hosts can use all pods, change the layout of the meeting room, give participants the right to use audio/video, change participant/presenter roles, and request to share other participants' desktops.

Step	Action
8.	When the name is highlighted, click the **Set User Role** button. Set User Role

Step	Action
9.	Select the appropriate role from the list that appears. Presenter Host Denied
10.	Participants can also be removed from the meeting in the Current Participants box. To remove a participant, click on their name and click the **Remove** button. Remove
11.	This completes the process of adding participants to a meeting. **End of Procedure.**

Change Participant Roles

Meeting participants can be given different levels of access by promoting them to Host or Presenter status. Meeting presenters can use all pods, share content and share their desktop. Meeting hosts can use all pods, change the layout of the meeting room, give participants the right to use audio/video, change participant/presenter roles, and request to share other participants' desktops.

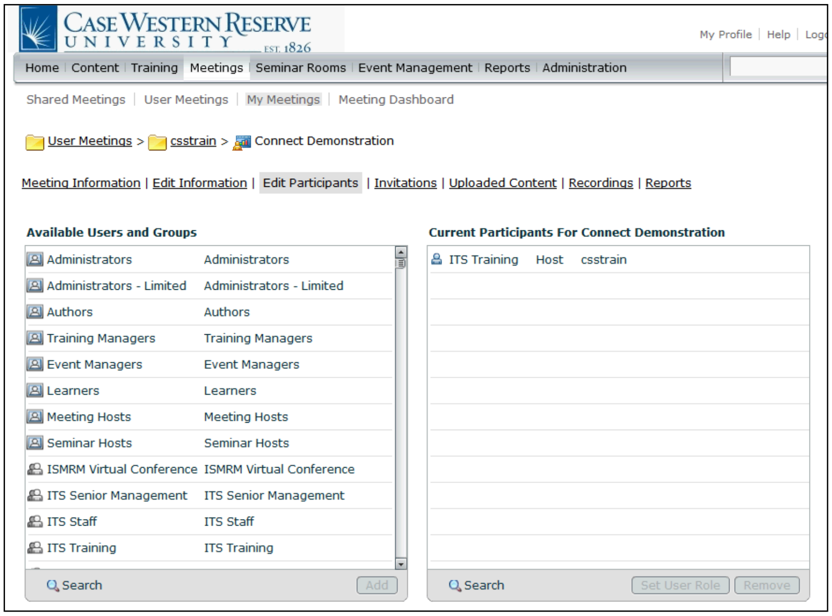
This topic will demonstrate how to change participants' roles in *connect.case.edu*

Procedure

Use these directions to change participants' roles in a meeting.

Begin by logging into *connect.case.edu* with your CWRU Network ID and password.

Step	Action
1.	Your Connect homepage appears. Click the **Meetings** link. Meetings
2.	The Meetings List appears. Click on the appropriate meeting.
3.	The Meeting Information screen appears. Click the **Edit Participants** link. Edit Participants



Step	Action
4.	The Edit Participants screen appears. Click on a participant's name in the **Current Participants** list.
5.	Click the **Set User Role** button. Set User Role
6.	Select the appropriate role from the list that appears. Presenter Host Denied

Roles

Participant: Meeting participants can use all pods except for Camera and Voice and Sharing.
Presenter: Meeting presenters can use all pods, share content and share their desktop.
Host: Meeting hosts can use all pods, change the layout of the meeting room, give participants the right to use audio/video, change participant/presenter roles, and request to share other participants' desktops.

Step	Action
7.	This completes the process of changing participants' roles. **End of Procedure.**

Send Invitations to Participants

Meeting creators can choose to send invitations to participants during the creation of a meeting or send out invitations at a later time.

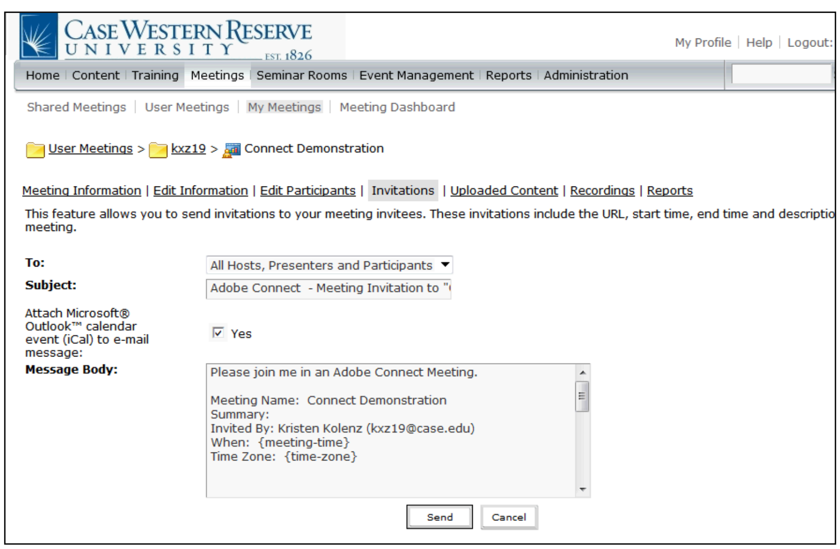
This topic will demonstrate how to send invitations to participants after the meeting has been created.

Procedure

Use these directions to send email invitations to participants listed on the meeting.

Begin by logging in to *connect.case.edu* with your CWRU Network ID and password.

Step	Action
1.	Your Connect homepage appears. Click the **Meetings** link. Meetings
2.	The Meetings List appears. Click on the appropriate meeting.
3.	The Meeting Information screen appears. Click the **Invitations** link. Invitations



Step	Action
4.	The Invitations screen appears. It allows you to send email invitations to hosts, presenters, and participants. If you prefer to send an email through another application, such as *webmail.case.edu*, copy the hyperlink listed in the **Message Body** field (To join the meeting:) and paste it into an email message.
5.	You can select the individuals who receive emails based on their role in the meeting by selecting the **To** menu. Note: Individuals must be listed in the Current Participants box of the Edit Participants screen to receive an invitation.

> If you elect to send an email, you also have the option to send an Outlook Calendar event (iCal) with the email message. The default is **Yes**.
>
> The **Message Body** field contains the information that will appear in the message. The items in { } are fields that will contain the meeting information. You can add information to the Message Body field as desired, but do not delete the field items.

Step	Action
6.	Edit the **Subject** field as desired. Adobe Connect - Meeting Invitation to
7.	The field **Attach Microsoft Outlook calendar event (iCal) to email message** is checked "Yes" by default. Un-check if desired. Attach Microsoft® Outlook™ calendar event (iCal) to e-mail message: ☑ Yes
8.	Edit the content of the **Message Body** field as desired. Items in {brackets} are fields into which Connect will place information from the meeting.
9.	Click the **Send** button to send the email. Send
10.	This completes the process of sending invitations to meeting participants. **End of Procedure.**

Inside a Meeting Room

Content in a meeting room is displayed in pods, which are panels that contain various types of media. Types of pods include a list of those attending the meeting, notes, chat, files, and video. A second display area, the Presenter Only area, is visible to hosts and presenters, but not attendees. Hosts and presenters can use the Presenter Only area to prepare content to be shared with attendees or to view confidential content that is not shared with attendees. Directions for using the Presenter Only area are given in the topic called "Using the Presenter Only Area."

Each participant in the meeting room can see the meeting bar. It contains several menus: a host sees the Meeting, Present, Layouts, Pods, and Help menus; a presenter or participant sees only the Meeting and Help menus. In the right corner of the menu bar, a colored bar indicates the connection status of the meeting room. Messages and warnings also appear in this corner. A red circle in the menu bar indicates that the host is recording the meeting.

The layout navigation bar at the bottom of the meeting room window is visible only to hosts. The default layouts are Sharing, Discussion, and Collaboration. When a host clicks a different layout on the layout navigation bar, the new layout is displayed on every attendee's screen. Directions for using and creating new layouts are given in the topics called "Creating a New Layout" and "Preparing a Layout in Prepare Mode."

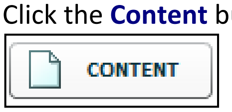
Add Content to a Meeting

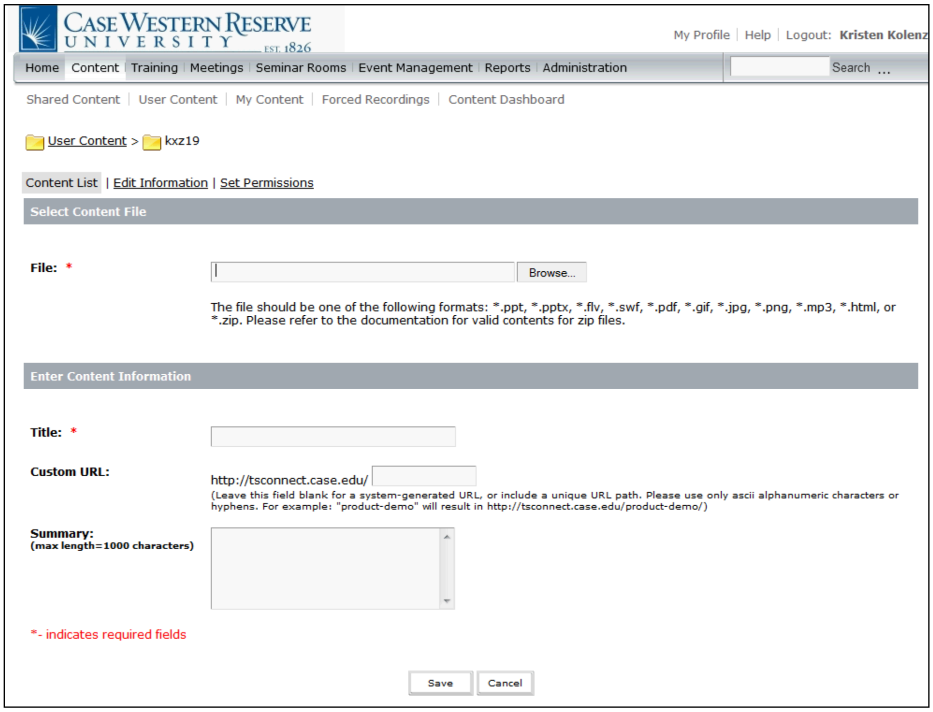
Adobe Connect defines "content" as any media that are loaded into Connect, such as word or PDF documents, Power Point presentations, pictures and movies. Content is viewed by participants in meeting in the Share pod. Content can be uploaded to meetings in either of two ways: by loading the content directly into the meeting from the host's computer, or by loading the content into Connect's library and then sharing it during a meeting. The latter method is the fastest way to prepare content for sharing in a meeting. This document will demonstrate how to load content into Adobe Connect and then select it for use in the Share pod during a meeting.

Procedure

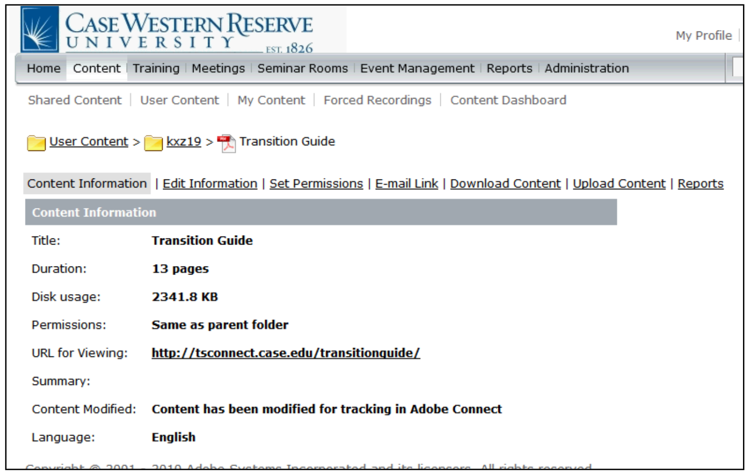
Use these directions to load content (e.g. documents, presentations, movies, pictures) into Adobe Connect and add it to a meeting.

Begin by logging into *connect.case.edu* with your CWRU Network ID and password.

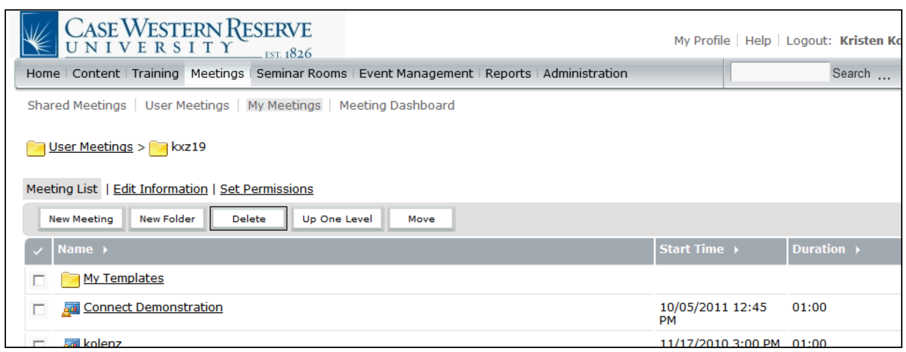
Step	Action
1.	Your Connect homepage appears. Click the **Content** button. 



Step	Action
2.	The Content screen appears. Click the **Browse** button to select a file to load into Connect. Browse...
3.	A search screen appears. Locate the file you wish to upload.
4.	When you locate the file, select it and click the **Open** button. Open
5.	Enter a name for the content into the **Title** field.
6.	**Optional:** Enter a custom URL for this content that can be used to access it outside of a meeting.
7.	Click the **Save** button. Save

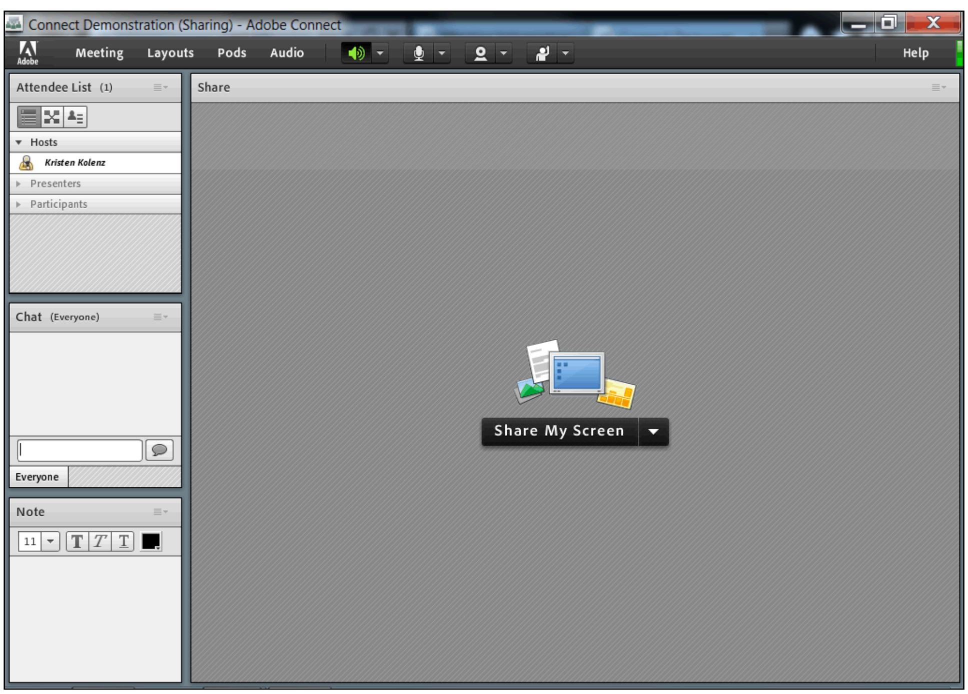


Step	Action
8.	The content is saved. Next you will add the content to your meeting. Click the **Meetings** tab. 

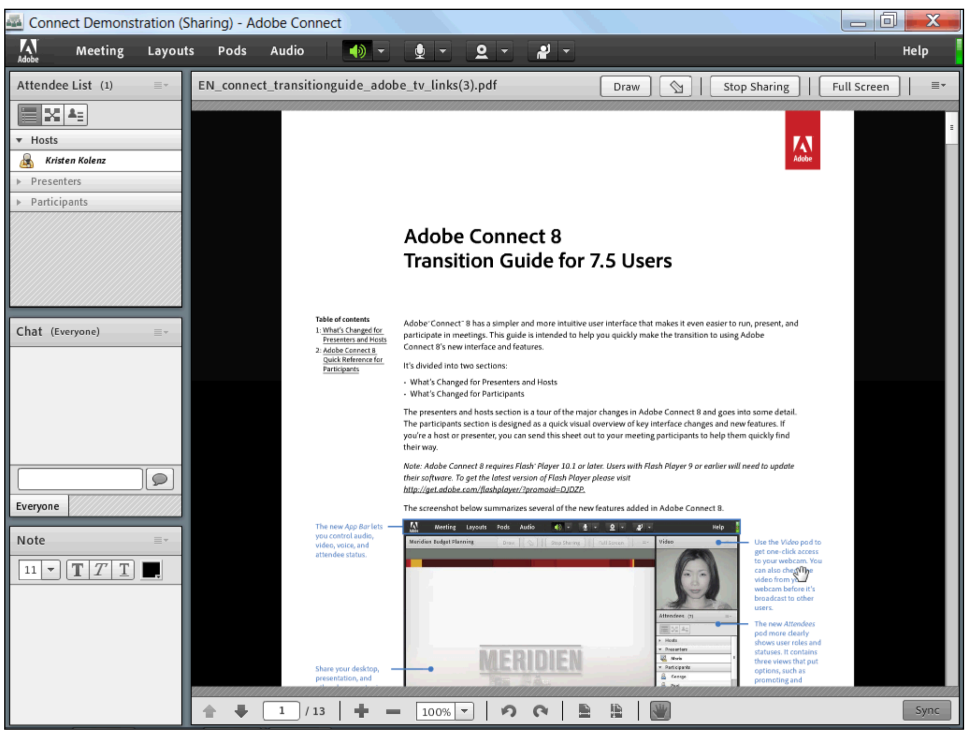


Step	Action
9.	The **Meeting List** appears. Select your meeting.

Step	Action
10.	The Meeting Information screen appears. Click the **Enter Meeting Room** button. Enter Meeting Room



Step	Action
11.	The Meeting Room appears. Locate the Share pod. Typically, this is in the center of the meeting room. Click the **Share My Screen** dropdown button to activate the menu.
12.	Click the **Share Document** list item. 
13.	The Browse Content window appears. Select the content that you wish to load into the meeting. Recently added content will appear in the Share History tab. You can also add additional content to the meeting by clicking the Browse My Computer button and locating the appropriate file.



Step	Action
14.	The content appears in the Share pod. It will be viewable by all participants in the meeting. If it is a PDF file, it can also be downloaded by participants. Non-PDF files can be shared with participants through the File Share pod.

Step	Action
15.	If you need to remove the content from the sharing pod, click the **Stop Sharing** button. 
16.	This completes the process of adding content to a meeting. **End of Procedure.**

Edit a Meeting Room's Layout

Each Adobe Connect meeting room is comprised of a selection of pods. A pod is a panel that contains media, such as files for sharing, a list of attendees, a blank area for notes, and poll questions. There are three layouts in Connect that place a selection of pods into a logical group based on their uses for sharing, discussing and collaborating on items. These layouts can be edited at any time by adding, removing and moving pods. Users may also create custom layouts that can be accessed over and over in a meeting room. This topic will explain how to create a new pod layout or edit an existing one.

Procedure

Use these directions to create a new meeting room layout.

Begin by logging in to *connect.case.edu* with your CWRU Network ID and password, and opening a meeting for which you are a host.

Step	Action
1.	Adobe Connect contains three pre-built layouts: Discussion, Collaboration, and the default layout, Sharing. Each layout contains different pods. These layouts can also be changed as desired by adding, removing, resizing or moving pods.

The Sharing view includes the following pods:

Attendee List
Note
Chat
Sharing

Pods can be added or removed from this view.

The Collaboration view includes the following pods:

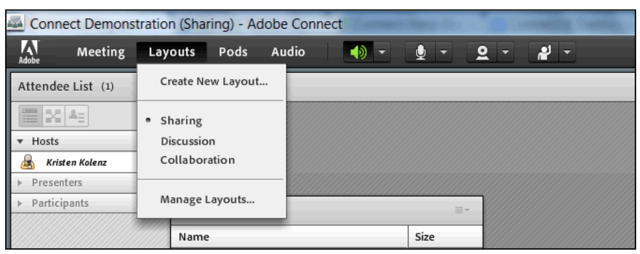
Camera and Voice
Attendee List
Note
Whiteboard
Chat
Fileshare

Pods can be added or removed from this view.

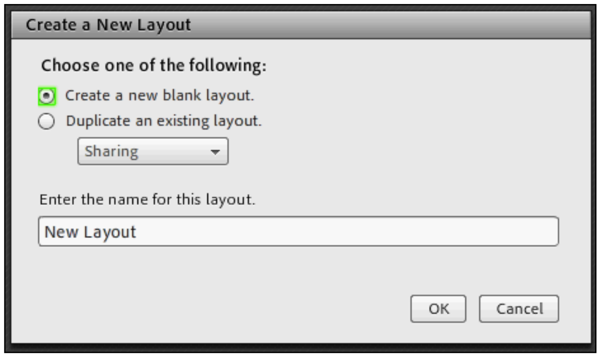
The Discussion view includes the following pods:

Attendee List
Note
Camera and Voice
Chat
Poll
Discussion Notes

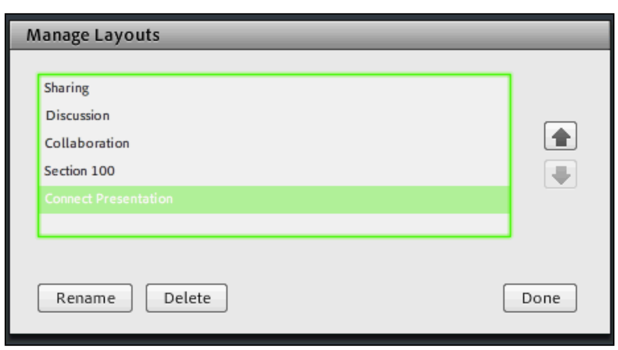
Pods can be added or removed from this view.



Step	Action
2.	To change layouts, click the Layouts menu and click on the desired layout.
3.	The Layouts menu also contains menu items for creating a new layout and managing layouts. Click the **Create New Layout** list item to create a new layout. 



Step	Action
4.	The New Layout window appears. You are given the choice to create a blank layout or start with a duplicate of an existing layout.
5.	Enter a name for the layout in the **New layout name** field. You may want to name the layout after a class, lesson, or date depending on how you intend to use the layout in the future.
6.	Click the **OK** button. 
7.	A new layout appears. Depending on if you chose to create a blank layout or copy an existing layout, you may or may not see pods in the new layout.
8.	Create your layout by opening, moving, reshaping, and closing pods. For directions on how to add, change, or hide a meeting pod, please see the topic called "Add, Change or Hide a Meeting Pod."
9.	To remove a layout from your options, click the **Layouts** menu. 
10.	Click the **Manage Layouts** list item. 



Step	Action
11.	The Organize Layouts window appears. Select a layout from the list to delete, rename or move it using the buttons provided.
12.	This completes the process of using predefined layouts and creating a new layout. **End of Procedure.**

Add, Change or Hide Meeting Pods

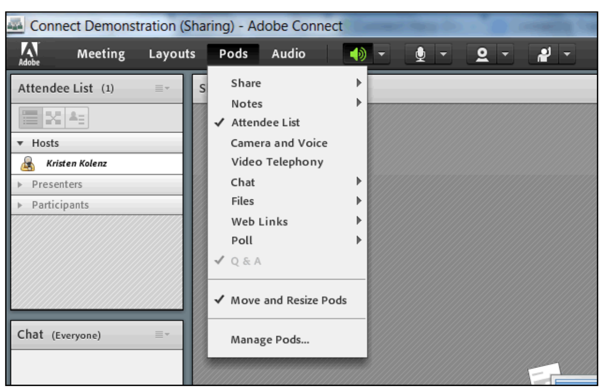
Hosts can show, hide, add, delete, rearrange, and organize pods. More than one instance of a pod (except the Attendee List and Camera and Voice pods) can be displayed in a meeting at the same time. This topic will explain how to alter the pods that appear in a meeting room.

Procedure

Use these directions to use and manipulate the pods in Adobe Connect.

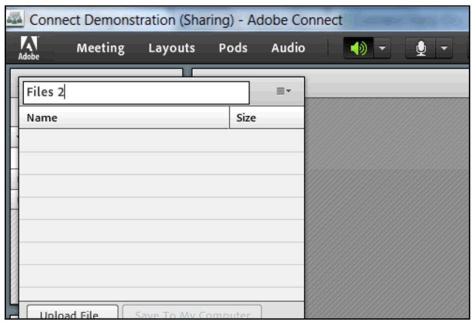
Begin by logging into *connect.case.edu* with your CWRU Network ID and password, and opening a meeting for which you are a host.

Step	Action
1.	In the meeting window, click the **Pods** menu. 



Step	Action
2.	A list of available pods appears. Items with a checkmark to their left are already open. Items without a checkmark are closed. Items with arrows on their right have additional options. Place your mouse cursor over the item to see its options.

Step	Action
3.	To add a pod to the layout, click on its name in the Pods menu. If the pod name has an arrow on its right, it has additional options that will appear and give you the option to activate an existing pod or create a new one. Select an option to make the pod appear in the meeting room.



Step	Action
4.	A new pod appears. You can change the name of the pod by double-clicking with your left mouse button and typing the desired text.
5.	To move a pod, click on the area near its title and drag it to the area on the screen where you want it to go. To resize the pod, hover your mouse cursor over one of its corners and drag the pod to the desired size.
6.	To make the pod the same size as the meeting room, click the **Pod Options** button.
7.	Click the **Maximize** list item. Maximize
8.	To return the pod to its regular size, return to the Pod Options menu and click the **Restore** list item. Restore
9.	To hide a pod, click on the Pod Options menu and click the **Hide** list item. Hide
10.	To activate a pod after it's been hidden, click the **Pods** menu. Pods
11.	Locate the list item or menu for the pod you need to reactivate and click on it.
12.	To see more options for using a pod, click the **Pod Options** button.

Step	Action
13.	This completes the process of adding, changing and hiding meeting pods. **End of Procedure.**

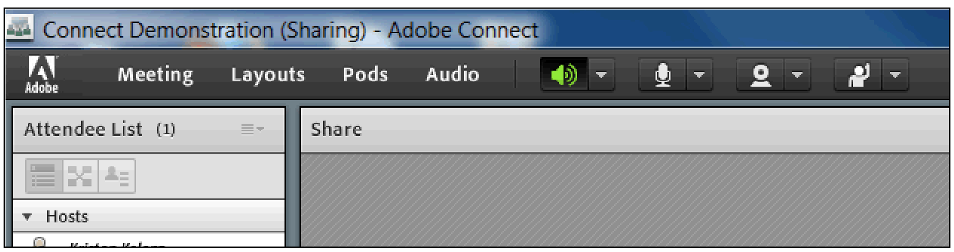
Configure Audio Settings

Hosts and presenters have the ability to speak in meetings using a microphone or headset. It is a best practice to configure your machine's audio settings before the meeting starts. This topic explains how to use the Audio Wizard in Adobe Connect to configure audio settings for optimal performance.

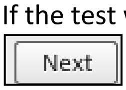
Procedure

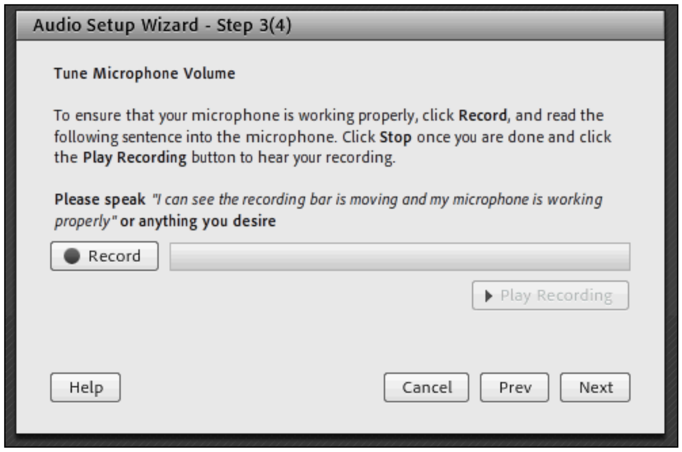
Use these directions to configure the audio settings for your headphones and/or microphone in Adobe Connect.

Begin by logging into *connect.case.edu* with your CWRU Network ID and password, and opening a meeting for which you are a host. See the topic called *Opening a Meeting* for directions.



Step	Action
1.	Click the **Meeting** menu. 
2.	Click the **Audio Setup Wizard** list item. 

Step	Action
3.	The Audio Setup Wizard window appears. Before proceeding, ensure that any audio devices (e.g. microphones, headsets) are plugged into your machine. Click the **Next** button. 
4.	You are prompted to test the sound output on your machine. Click the **Play Sound** button. 
5.	An audio test begins. You should hear music coming from your speakers or headset.
6.	If you do not hear sound once the test has completed, click the Help button. If the test was successful, click the **Next** button. 
7.	Click the dropdown menu to select the microphone that you will use during the meeting. If you will not be using a microphone, or if you want Connect to use your default device, do nothing. Click the **Next** button. 



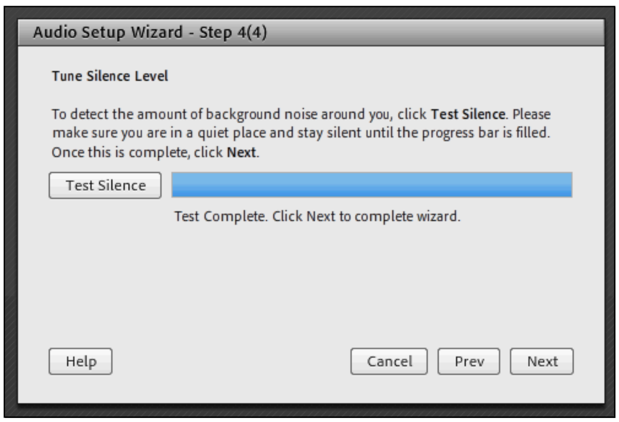
Step	Action
8.	You are prompted to test your microphone. Click the **Record** button and speak at your normal level to begin the test. 

Step	Action
9.	A Flash Player permission request may appear. If it does, click the **Allow** button. 

The Flash player settings can also be accessed by right-clicking anywhere inside the meeting screen and clicking Settings.

Step	Action
10.	Click the **Stop** button to complete the microphone test. 

Step	Action
11.	If you do not see movement in the recording bar or hear sound when you click the **Play** button, click the **Help** button for assistance. If the test was successful, click the **Next** button. Next
12.	You are prompted to test the background noise around you. Click the **Test Silence** button and remain silent until the test is finished. Test Silence



Step	Action
13.	When the test is complete, click the **Next** button. Next
14.	If the audio setup wizard did not completely set up your microphone or headphones, click the **Help** button for guidance. Click the **Finish** button to complete the Audio Wizard. Finish
15.	This completes the process of configuring audio settings for an Adobe Connect meeting. **End of Procedure.**

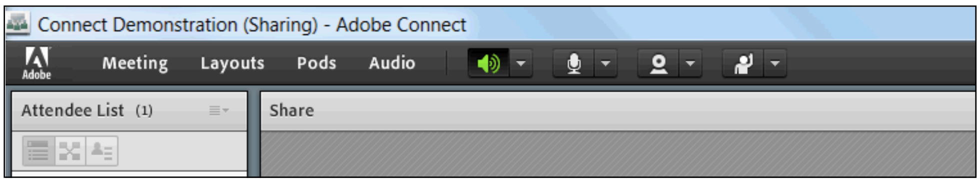
Configure Webcam Settings

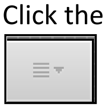
Hosts and presenters have the ability to use video in a meeting by utilizing a webcam or built-in camera. It is a best practice to configure your machine's video settings before the meeting starts. This topic explains how to select a webcam and configure the video settings in Adobe Connect for optimal performance in a meeting.

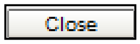
Procedure

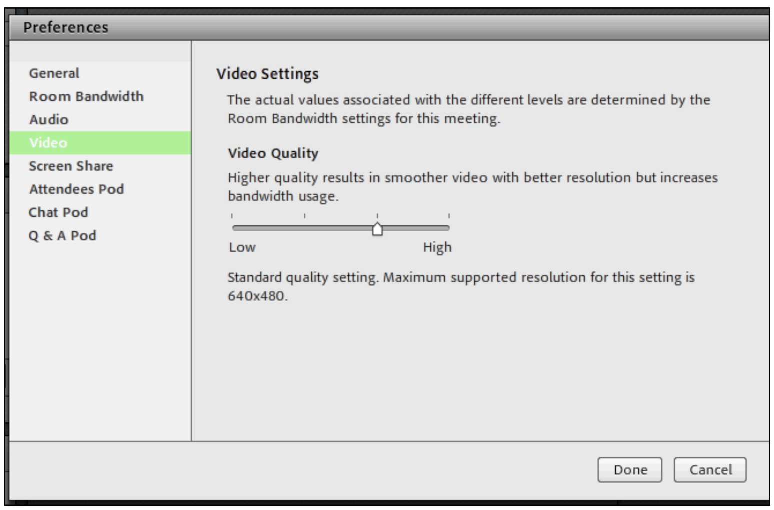
Use these directions to select a webcam and configure its settings in Adobe Connect.

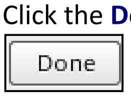
Begin by logging into *connect.case.edu* with your CWRU Network ID and password, and opening a meeting for which you are a host. See the topic called *Opening a Meeting* for directions.



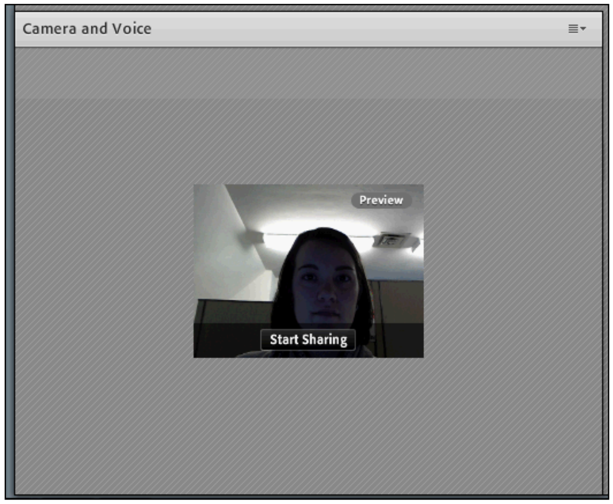
Step	Action
1.	Click the **Webcam** button. 
2.	The Camera and Voice pod appears. Click the **Pod Options** button. 
3.	Click the **Camera** list item. 

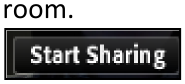
Step	Action
4.	The Adobe Flash Player Settings window appears. Confirm that your webcam is displayed in the Camera field, or select the appropriate camera from the list.
5.	Click the **Close** button. 
6.	Click the **Pod Options** button. 
7.	Click the **Preferences** list item. 



Step	Action
8.	The Preferences window appears. The Video Settings page displays. The Video Quality setting is set at the appropriate level for the bandwidth allotted to the meeting room; however, it can be changed as desired to decrease or increase speed and/or video quality. Release the mouse button.
9.	Click the **Done** button. 
10.	When you are ready to use the webcam, click the **Start My Webcam** button. 
11.	A Flash Player permission request may appear. If it does, click the Allow button.

The Flash player settings can also be accessed by right-clicking anywhere inside the meeting screen and clicking Settings.



Step	Action
12.	A small preview of your image appears in the Camera and Voice pod. Click the **Start Sharing** button to begin sharing your webcam video with the rest of the meeting room. 
13.	Click the **Stop My Webcam** button to stop the broadcast of your webcam video to the rest of the meeting room. 
14.	This completes the process of configuring the video settings for a meeting. **End of Procedure.**

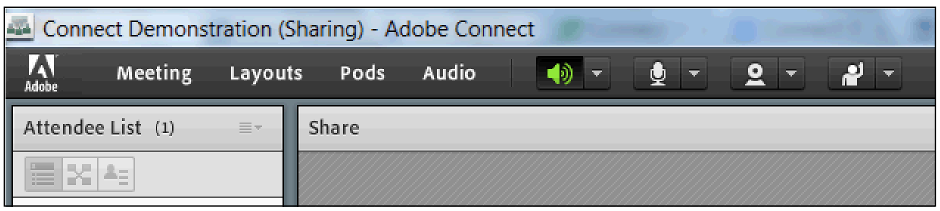
Restrict Access to a Meeting

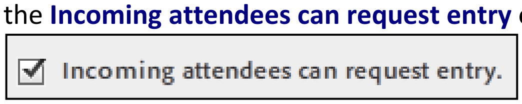
In addition to being able to manage who can attend a meeting, hosts also have the ability to determine if participants and guests can enter a meeting room when it is open. Hosts can choose to block all incoming participants, or require them to request access to the meeting room when they arrive. This topic will explain how to manage the entry rights of participants and guests.

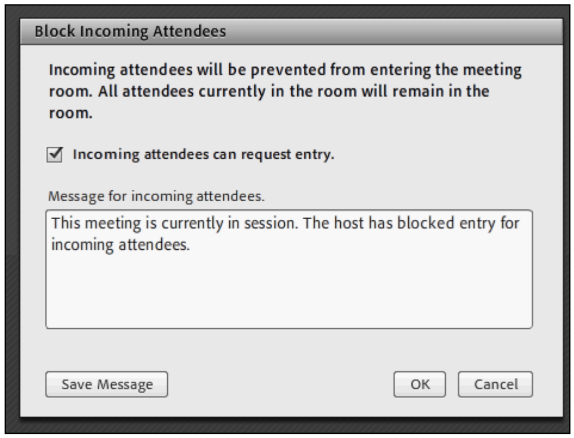
Procedure

Use these directions to restrict access to a meeting room.

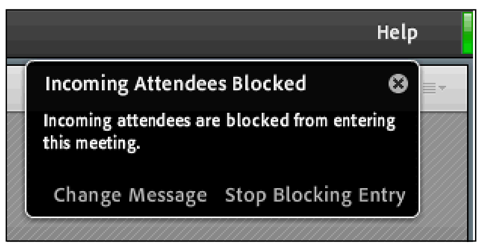
Begin by logging into *connect.case.edu* with your CWRU Network ID and password, and opening a meeting for which you are a host.



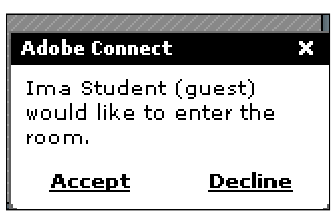
Step	Action
1.	Click the **Meeting** menu. 
2.	Point to the **Manage Access & Entry** menu.
3.	Click the **Block Incoming Attendees** list item. 
4.	The Block Incoming Attendees window appears. You have the choice to allow incoming attendees to request access to the meeting. To select that option, click the **Incoming attendees can request entry** option. 



Step	Action
5.	The **Message for Incoming Attendees** text box contains a default message that will appear to guests and invited participants when they attempt to open the meeting. You may change or make updates to this message if you desire.
6.	Click the **OK** button to begin blocking incoming attendees. 



Step	Action
7.	A pop-up message appears at the top right corner of the meeting room to confirm the setting you have chosen. This pop-up can also be used to change those settings.



Step	Action
8.	When a participant wants to access a blocked meeting room, another pop-up window will appear. Click the Decline or Accept link to deny or grant access to the room.
9.	This completes the process of blocking access to a meeting for guests and invited participants. **End of Procedure.**

Operating a Meeting

Open a Meeting

Participants and presenters who are not the creators/hosts of a Connect meeting must open a meeting by entering its URL into the address bar of an internet browser.

Hosts (more specifically, the creators of meetings) have two ways to open a meeting room:
1) Go directly to the meeting using its URL (if you know it).
2) Open *connect.case.edu*, click on the My Meetings tab and click on the desired meeting.

Either path will require you to sign in to Connect with your CWRU Network ID and password before you reach the meeting room. This will authenticate that you are the host of the meeting.

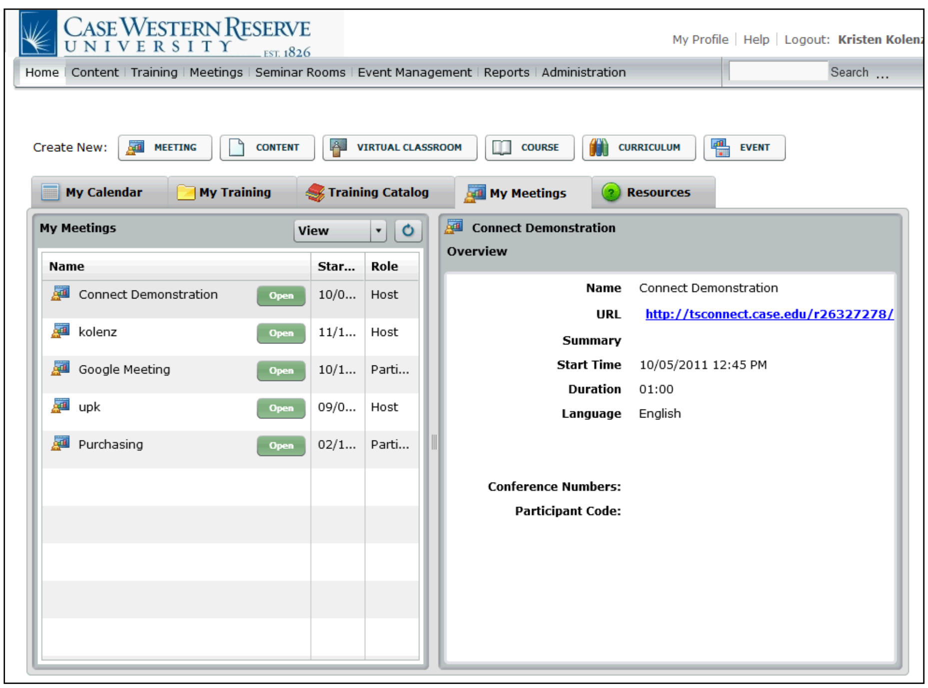
This topic will demonstrate how to open a meeting from the *connect.case.edu* user interface and by going directly to a meeting's URL.

Procedure

Use these directions to open a meeting in Adobe Connect.

Begin by opening your Internet browser and going to *connect.case.edu*

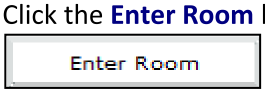
Step	Action
1.	On the connect.case.edu homepage, enter your CWRU Network ID into the **Login:** field.
	or Enter the URL of the meeting room into the address bar of your internet browser. Go to step 8 on page 36
2.	Enter your CWRU Network ID password into the **Password:** field.
3.	Click the **Login** button. Login
4.	Your Connect homepage appears. Click the **My Meetings** button. My Meetings
	or Click the **Meetings** tab. Meetings Go to step 10 on page 37

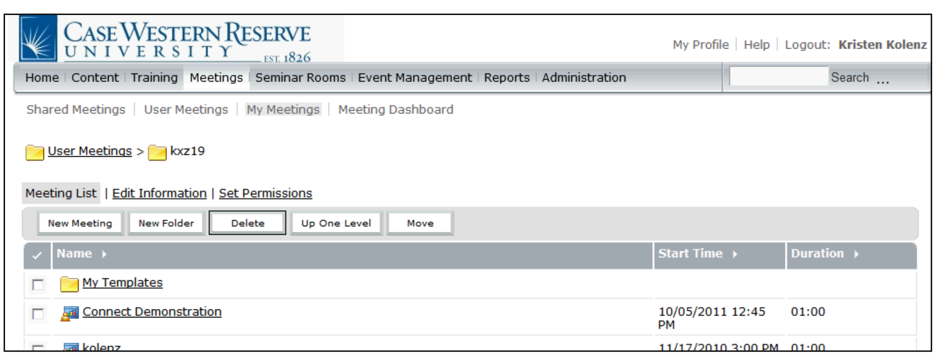


Step	Action
5.	Click the **Open** button to open the meeting. Open

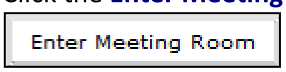
Roles

Participant: Meeting participants can use all pods except for Camera and Voice and Sharing.
Presenter: Meeting presenters can use all pods, share content and share their desktop.
Host: Meeting hosts can use all pods, change the layout of the meeting room, give participants the right to use audio/video, change participant/presenter roles, and request to share other participants' desktops.

Step	Action
6.	The Meeting room will appear. You may be required to install the Adobe Connect add-in if you are on a computer that has not used Connect previously. You will see your name listed in the Attendee List pod. Depending on the settings for the meeting, you may be a presenter or participant. This completes the process of opening a meeting. **End of Procedure.** Remaining steps apply to other paths.
7.	The Connect login screen appears. Click the **Enter with your login and password** option.
8.	Enter your CWRU Network ID and Password. Click the **Enter Room** button. 
9.	The Meeting room will appear. You may be required to install the Adobe Connect add-in if you are on a computer that has not used Connect previously. You will see your name listed in the Attendee List pod. Depending on the settings for the meeting, you may be a presenter or participant. This completes the process of opening a meeting. **End of Procedure.** Remaining steps apply to other paths.



Step	Action
10.	Click on the name of your meeting.

Step	Action
11.	Click the **Enter Meeting Room** button. 
12.	The Meeting room will appear. You may be required to install the Adobe Connect add-in if you are on a computer that has not used Connect previously. You will see your name listed in the Attendee List pod. Depending on the settings for the meeting, you may be a presenter or participant. This completes the process of opening a meeting. **End of Procedure.**

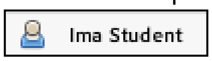
Change Participants' Roles and Rights

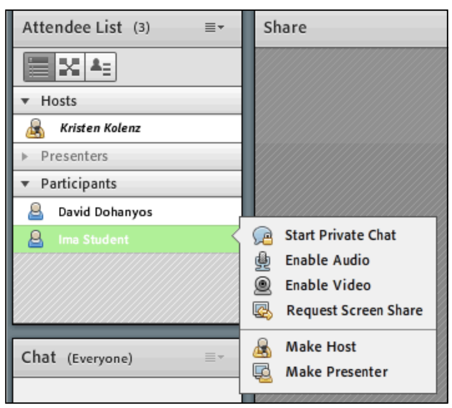
By default, meeting hosts and presenters can use audio and the Camera and Voice pod in an Adobe Connect meeting, but participants cannot. This topic will explain how to grant audio and video rights to an individual with "participant" status in Adobe Connect.

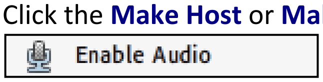
Procedure

Use these directions to give a meeting participant the host or presenter role, or audio or video rights in a meeting.

Begin by logging into *connect.case.edu* and opening a meeting for which you are a host.

Step	Action
1.	In the meeting, hover your mouse cursor over the participant's name on the **Attendee List** pod. 



Step	Action
2.	A pop-up menu appears. Click the **Enable Audio** or **Enable Video** item to give the participant the right to use his/her microphone to speak or use a webcam. Click the **Make Host** or **Make Presenter** item to change the user's role. 

When a participant is given rights to use audio, they are notified on their computer by the Connect meeting room. To speak, the participant can click the Speak Now button that appears in the notification, or use the "microphone" audio button that appears at the top of the screen.

Participants can also be moved between the Host, Presenter and Participant roles by clicking, dragging and dropping the user's name into the role in the Attendees pod.

Step	Action
3.	If given audio or video rights, a microphone or webcam icon will appear to the right of the participant's name. If the user's role was changed, his or her name will now appear under the Hosts or Presenters list.
4.	To remove these rights, hover your mouse cursor over the participant's name to make the pop-up box appear and click on the appropriate item. 
5.	This completes the process of changing participants' roles and rights. **End of Procedure.**

Give All Participants Audio Rights

Rights to use audio in a meeting can be given out by the host to each participant or given to all participants at once. When a participant wants to speak, he or she then has to click the "microphone" button in the Connect meeting window for their voice to be broadcast over the meeting room. It is also a best practice to click on the button again when he or she is finished speaking in order to "mute" the audio channel.

This topic demonstrates how to give all participants in a meeting room the right to use audio.

Procedure

Use these directions to give all meeting participants the ability to use audio in the meeting room.

Begin by logging in to *connect.case.edu* and opening a meeting for which you are a host.

Step	Action
1.	Click the **Audio** menu. 
2.	Click the **Enable Audio For Participants** list item. 

> Participants in the meeting room will be able to use the "microphone" button at the top of the screen to turn their microphones on and off.

Step	Action
3.	A checkmark will appear to the left of the Enable Audio for Participants menu item. To disable audio rights for all participants, click on the Audio menu and click on the list item again, which will remove the checkmark and disable the "microphone" button that participants use to speak in the meeting room. ✓ Enable Audio For Participants
4.	This completes the process of giving all meeting participants the right to use audio in the meeting. **End of Procedure.**

Using the Presenter Only Area

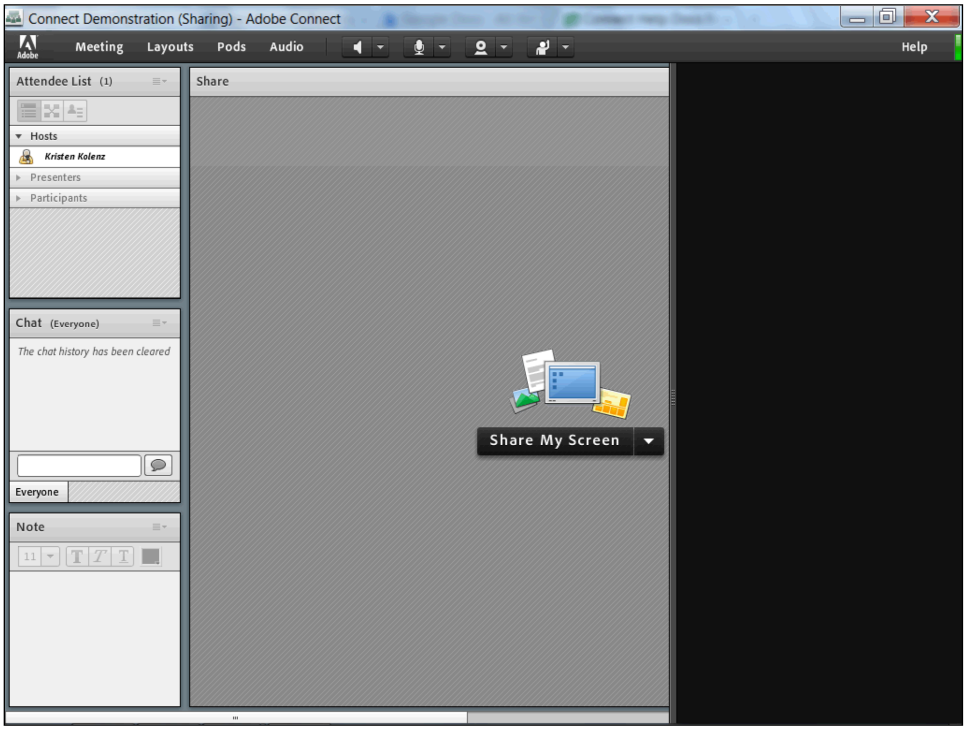
Because meetings are often dynamic in nature, Adobe Connect provides resources for updating and changing the layout of the meeting room without interfering with the flow of the meeting or drawing participants' attention away from it. The Presenter Only area opens on the right side of the meeting room and can only be seen and used by the host or presenter. It is used to open new or existing pods so that they can be prepared out of sight of the meeting participants. This topic will explain how to use the Presenter Only area to prepare changes to a meeting's layout.

Procedure

Use these directions to utilize the presenter only area in Adobe Connect.

Begin by logging into *connect.case.edu* with your CWRU Network ID and password, and opening a meeting for which you are a host.

Step	Action
1.	Click the **Meeting** menu. Meeting
2.	Click the **Enable Presenter Only Area** list item. Enable Presenter Only Area



Step	Action
3.	A black area appears at the right side of the meeting room. Participants cannot see this area. Its primary use is to prepare new pods. The area can be resized as needed. Pods can be dragged from the meeting into the Presenter Only area, or added from the Pods menu.
4.	Pods added while the Presenter Only area is active will appear in it rather than the meeting room. Click the **Pods** menu. 
5.	Select a pod from the list. 
6.	The new pod will appear in the presenter-only area. Prepare the pod here, e.g., set up poll questions, upload content to share in a new Share pod, or upload files to a File Share pod.

Step	Action
7.	When you have prepared the pod, move it into the meeting area by clicking on it and dragging it with your mouse cursor to its desired location in the meeting room. The meeting participants can then see the pod in the meeting window. You can also remove a pod from view by clicking on its title and dragging it into the presenter-only area.
8.	To disable the Presenter Only area, click the **Meeting** menu. 
9.	Click the **Disable Presenter Only Area** list item. 
10.	This completes the process of using the presenter-only area in an Adobe Connect meeting. **End of Procedure.**

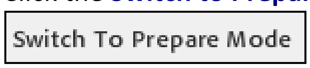
Create a Layout in Prepare Mode

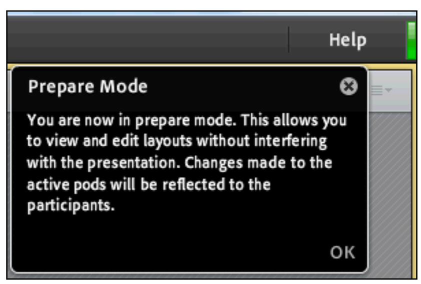
Adobe Connect provides three pod layout options for its meeting rooms. You have the option of creating new meeting room layouts before the meeting begins or during the meeting. To create a new layout before the meeting, see the document called "Creating a New Layout." If you choose to create a new layout or update an existing layout during a meeting, you can use Prepare Mode to prepare the layout without your meeting participants being able to see what you're doing. Prepare mode allows you to create or update a layout in the meeting room, even if another presenter is using it, without interfering with the meeting. This topic will explain how to use Prepare Mode to create a layout during a meeting in Adobe Connect.

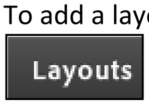
Procedure

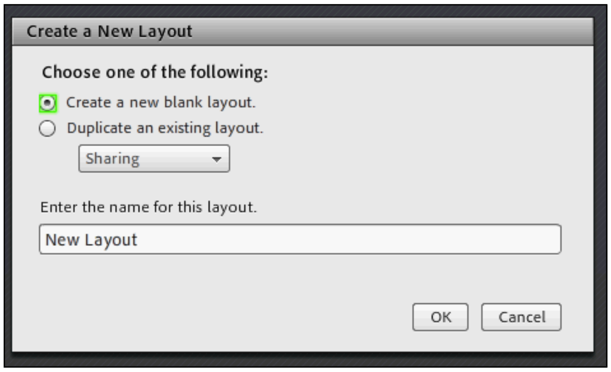
Use these directions to create a new meeting room layout in prepare mode.

Begin by logging into *connect.case.edu* with your CWRU Network ID and password, and opening a meeting for which you are a host.

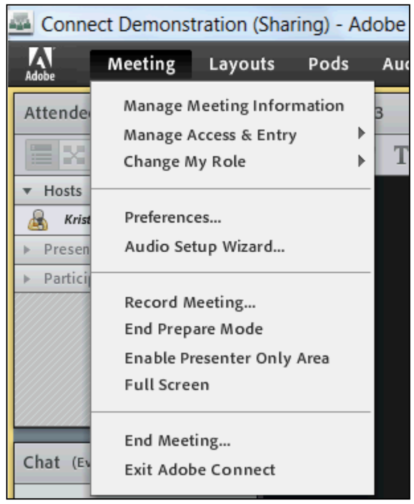
Step	Action
1.	Click the **Meeting** menu. 
2.	Click the **Switch to Prepare Mode** list item. 



Step	Action
3.	A pop-up appears to alert you that prepare mode is active. Prepare mode allows you to make changes to or create a layout, even while another presenter is using the meeting room, without the presenter or guests seeing the changes until prepare mode is turned off.
4.	To add a layout, click the **Layout** menu. 
5.	Click the **Create New Layout** list item. 



Step	Action
6.	The Create a New Layout window appears. You are given the choice to create a blank layout or start with a duplicate of an existing layout. If you choose to duplicate an existing layout, select the layout you wish to copy from the list.
7.	Enter a name for the layout in the text field. You may want to name the layout after a class, lesson, or date depending on how you intend to use the layout in the future.
8.	Click the **OK** button. 
9.	You can now begin adding pods and making changes to existing pods, if you copied a layout. See the topic called "Add, Change or Hide a Meeting Pod" for information on how to do those things.
10.	When you are done preparing the new layout, click the **Meeting** menu. 



Step	Action
11.	Click the **End Prepare Mode** list item. This will turn off preparation mode and return you to the layout in which your meeting is currently operating. If you made changes to existing pods, the changes will take effect for other meeting participants. End Prepare Mode
12.	If you created a new layout, click the **Layouts** menu when you're ready to activate it. Layouts
13.	Select your new layout to transform the meeting room.
14.	The meeting participants can immediately see the chosen layout.
15.	This completes the process of preparing a layout in prepare mode. **End of Procedure.**

Record a Meeting

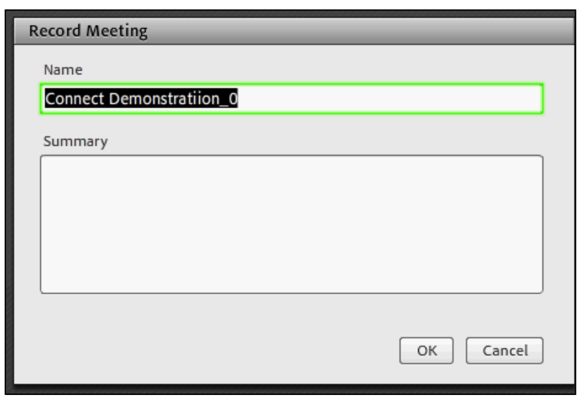
Meetings can be recorded for viewing later. This option is ideal for classes that permit students to watch recorded lectures and lessons for credit. This topic will explain how to record a meeting.

Procedure

Use these directions to record a meeting in Adobe Connect.

Begin by logging into *connect.case.edu* with your CWRU Network ID and password, and opening a meeting for which you are a host.

Step	Action
1.	In the meeting room, click the **Meeting** menu. 
2.	Click the **Record Meeting** list item. 



Step	Action
3.	The Record Meeting box appears. The meeting's name defaults to the title given to the meeting room. Change the meeting name if desired to match information such as the class section or meeting date in the **Name** field.
4.	Click the **OK** button. The meeting will begin to record immediately. 

Step	Action
5.	A message appears at the top of the meeting room to show that the meeting is being recorded.
6.	When you are done recording the meeting, click the **Recording** graphic at the top right of the meeting room, then click **Stop Recording**. 
7.	This completes the process of recording a meeting. **End of Procedure.**

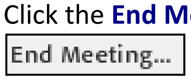
End a Meeting

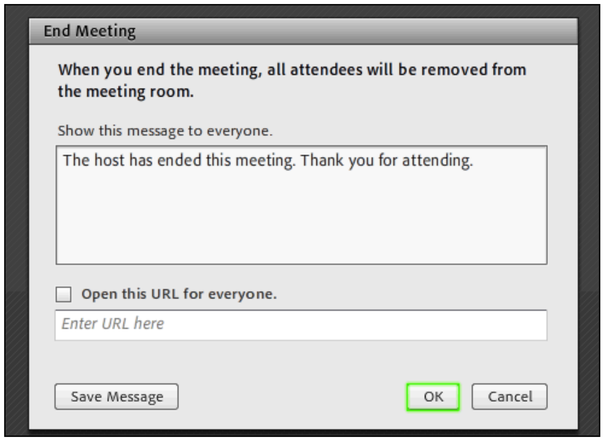
Meeting rooms in Adobe Connect can be left "open" indefinitely or "closed" when they are not being used. The decision to leave the meeting room open or to close it rests with the host. If a host wants meeting participants to be able to return to the meeting room to access meeting notes or shared files, the meeting room should remain open. If a host wants participants to see a presentation, but there isn't a need to share files, a meeting recording can be utilized while keeping the meeting room open or closed. This topic will explain how to close and re-open a meeting room.

Procedure

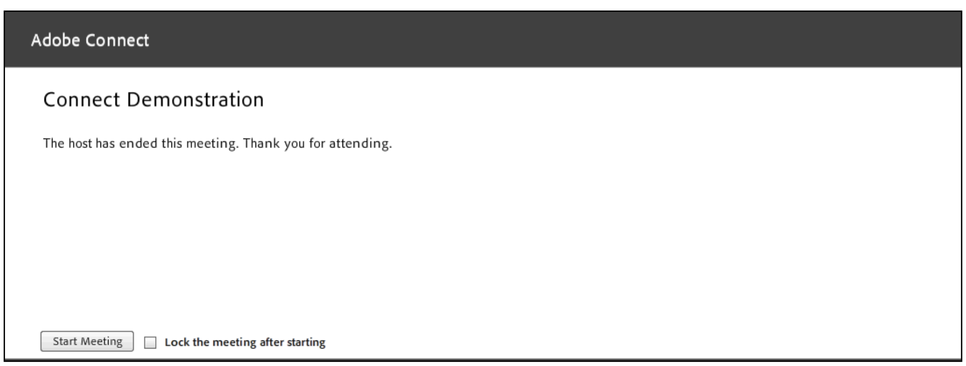
Use these directions to end a meeting in Adobe Connect.

Begin by logging in to connect.case.edu with your CWRU Network ID and password, and opening a meeting for which you are a host.

Step	Action
1.	Click the **Meeting** menu. 
2.	Click the **End Meeting** list item. 



Step	Action
3.	The End Meeting window appears. A default message appears in the **Show this message to everyone** field. **Optional:** Change this message as desired.
4.	**Optional:** Display a URL for participants when the message appears. Select the **Open this URL for participants** option and type the URL into the field below it.
5.	Click the **OK** button to close the meeting. 



Step	Action
6.	The meeting is ended and all participants are removed from the meeting room. As a host, you will see the **Start Meeting** button at the bottom of the window. This button can be used in the future to open the room again.
7.	This completes the process of ending a meeting. **End of Procedure.**

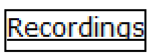
Make a Recorded Meeting Visible

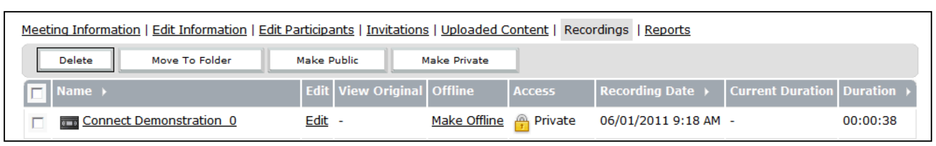
Once a meeting has been recorded, it can be viewed in Adobe Connect. This topic will explain how to access a recorded meeting and distribute its unique URL.

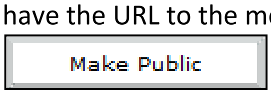
Procedure

Use these directions to view a recorded meeting.

Begin by logging into *connect.case.edu* with your CWRU Network ID and password.

Step	Action
1.	Click the **Meetings** button. 
2.	The Meeting List appears. Click on the meeting that was recorded.
3.	The Meeting Information screen appears. Click the **Recordings** link. 



Step	Action
4.	The Recordings screen appears. It lists all recordings that have been made of the meeting. Click the **Make Public** button to make the recording accessible to all users who have the URL to the meeting. 
5.	Click the link to the meeting to see its URL.
6.	The Recording Information appears. The **URL for Viewing** field displays the unique URL for viewing the meeting. This URL can be distributed to meeting participants or other individuals by copying the link and pasting it into an email.
7.	This completes the process of viewing a recorded meeting. **End of Procedure.**

Download a Recorded Meeting

Once a Connect meeting is recorded, it can be downloaded as a Flash file that can be uploaded to a server, Blackboard Learn, a website or other location.

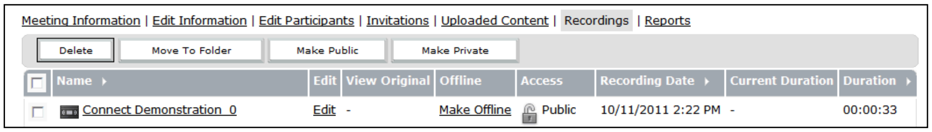
This topic will demonstrate how to download a Connect meeting as a Flash file.

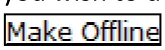
Procedure

Use these directions to download a copy of a recorded meeting.

Begin by logging into *connect.case.edu* with your CWRU Network ID and password.

Step	Action
1.	Your Connect homepage appears. Click the **Meetings** link. 
2.	The Meetings List appears. Click on the appropriate meeting.
3.	The Meeting Information screen appears. Click the **Recordings** link. 



Step	Action
4.	The Recordings screen appears. All recordings of the selected meeting will appear in the list. Locate the recording you wish to download and click the **Make Offline** link. 
5.	You will be prompted to select a name and location for the Flash file that will be created.
6.	The Connect recording will play on your desktop. During this time, it is also being recorded and saved to the indicated location. Do not engage in activities that will interfere with the download at this time.

Step	Action
7.	When the recording has finished playing, close the Connect meeting. The file can be found in the location where it was saved.
8.	This completes the process of downloading a recorded meeting. **End of Procedure.**

Being a Presenter

Open a Meeting URL

Participants and presenters who are not the creators/hosts of a Connect meeting must open a meeting by entering its URL into the address bar of an internet browser.

Hosts (more specifically, the creators of meetings) have two ways to open a meeting room:
1) Go directly to the meeting using its URL (if you know it).
2) Open *connect.case.edu*, click on the My Meetings tab and click on the desired meeting.

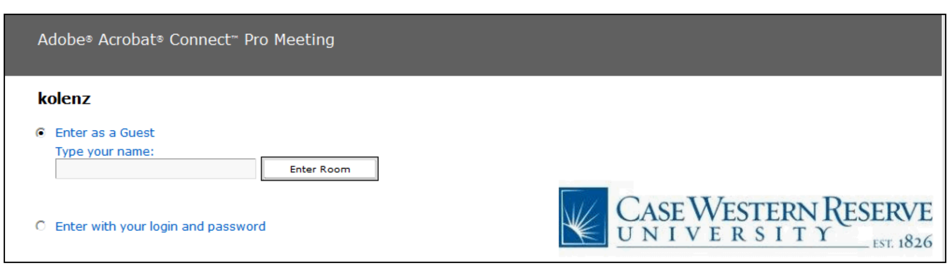
Either path will require you to sign in to Connect with your CWRU Network ID and password before you reach the meeting room. This will authenticate that you are the host of the meeting.

This topic will demonstrate how to open a meeting from the *connect.case.edu* user interface and by going directly to a meeting's URL.

Procedure

Use these directions to open a meeting in Adobe Connect.

Step	Action
1.	Enter the URL of the meeting room into the address bar of your internet browser.



Step	Action
2.	The Connect login screen appears. Click the **Enter with your login and password** option.
3.	Enter your CWRU Network ID and Password. Click the **Enter Room** button. 
4.	The meeting room opens. You will see your name listed in the Attendee List pod. Depending on the settings for the meeting, you may be a host, presenter or participant.

Roles

Participant: Meeting participants can use all pods except for Camera and Voice and Sharing.
Presenter: Meeting presenters can use all pods, share content and share their desktop.
Host: Meeting hosts can use all pods, change the layout of the meeting room, give participants the right to use audio/video, change participant/presenter roles, and request to share other participants' desktops.

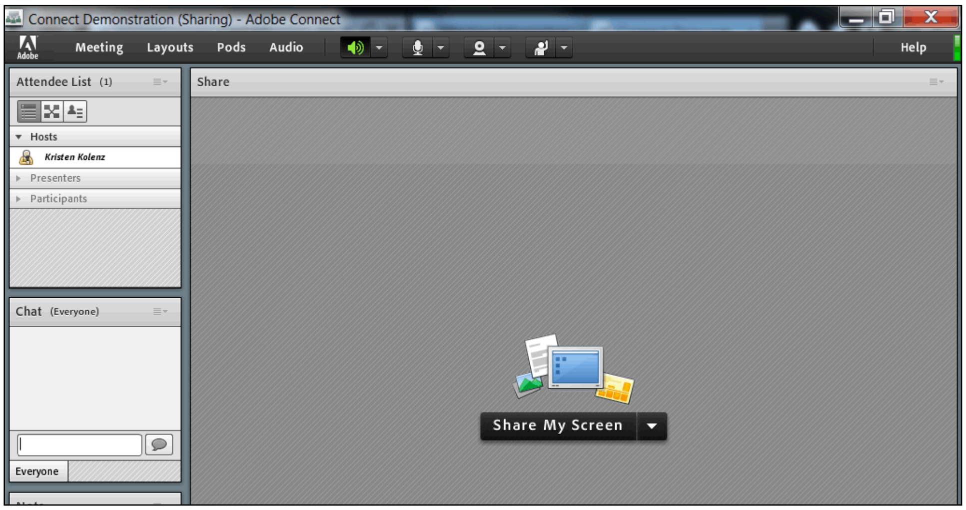
Step	Action
5.	The Meeting room will appear. You may be required to install the Adobe Connect add-in if you are on a computer that has not used Connect previously. This completes the process of opening a meeting. **End of Procedure.**

Share Content

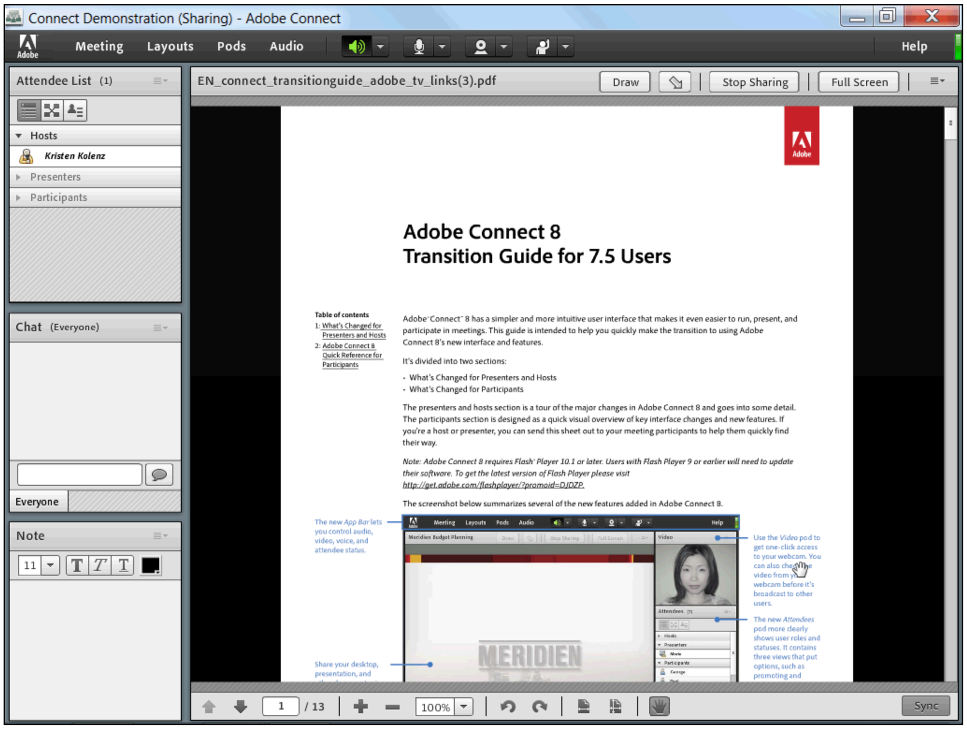
This topic demonstrates how a presenter can share content such as PowerPoint files, Flash files, Word files and PDF's in an Adobe Connect meeting.

Procedure

Begin by opening a meeting AND logging in with your CWRU Network ID and password.



Step	Action
1.	In the meeting room, locate the Share pod. Typically, this is in the center of the meeting room. Click the **Share My Screen** dropdown button to activate the menu. 
2.	Click the **Share Document** list item. 
3.	The Browse Content window appears. Select the content that you wish to load into the meeting. Content that was recently added to Connect will appear in the Share History tab. You can also add content to the meeting by clicking the Browse My Computer button and locating the appropriate file.



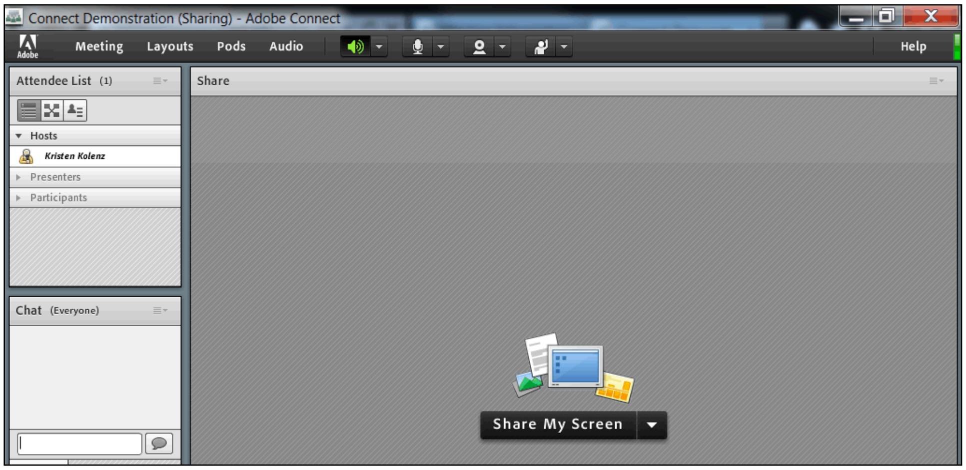
Step	Action
4.	The content appears in the Share pod. It will be viewable by all participants in the meeting. If it is a PDF file, it can also be downloaded by participants. Non-PDF files can be shared with participants through the File Share pod.
5.	If you need to remove the content from the sharing pod, click the **Stop Sharing** button. 
6.	This completes the process of adding shared content to an active meeting. **End of Procedure.**

Share Your Desktop

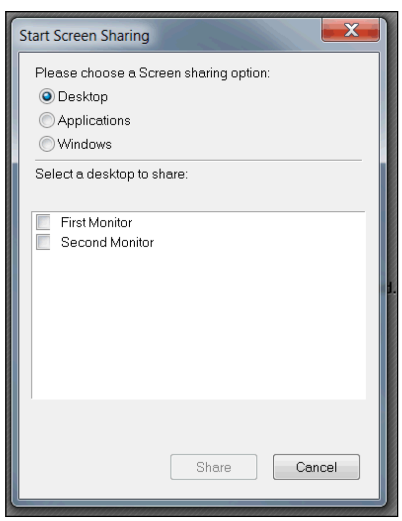
This topic demonstrates how a presenter can share his/her desktop in a Connect meeting.

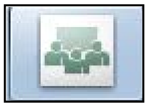
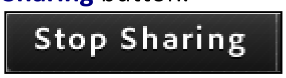
Procedure

Begin by opening a meeting and logging in with your CWRU Network ID and password.



Step	Action
1.	In the meeting room, locate the Share pod. Typically, this is in the center of the meeting room. Click the **Share My Screen** button. 



Step	Action
2.	The Start Screen Sharing window appears. Select to share your desktop, applications or windows. Click an entry in the list.
3.	The Connect meeting window reduces to your task bar, allowing you to use your desktop. 
4.	Your desktop appears in the Share pod. It is displayed to all participants in the meeting.
5.	To stop sharing your desktop, return to the Connect meeting and click the **Stop Sharing** button. 
6.	This completes the process of sharing your desktop. **End of Procedure.**

Attending a Meeting

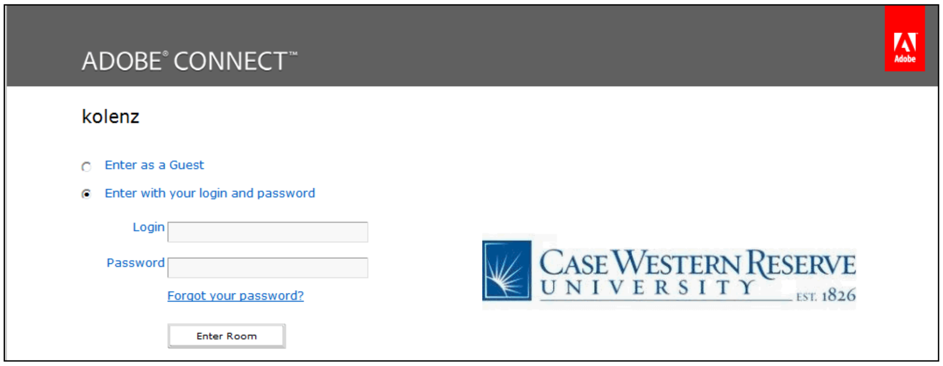
Attend a Meeting

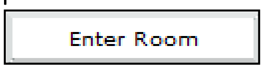
This topic includes directions on how to attend a meeting in Connect for which you are a guest with a Participant or Presenter role, rather than a host.

Procedure

Begin by opening an Internet browser of your choice that has the ability to use a plug-in for Flash 8 or higher.

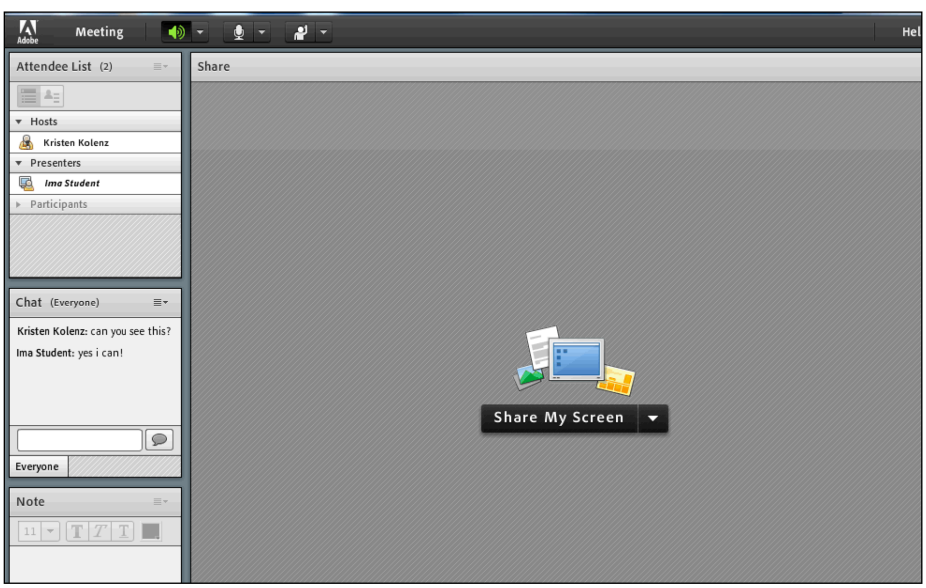
Step	Action
1.	Enter the URL provided to you for the meeting. Most hosts send out emails to meetings guests that include the meeting URL.



Step	Action
2.	The Adobe Connect sign in screen will appear. Enter your CWRU Network ID and password and click the **Enter Room** button. 
3.	The meeting room opens. You will see your name listed in the Attendee List pod. Depending on the settings for the meeting, you may be a presenter or participant.

Roles

Participant: Meeting participants can use all pods except for Camera and Voice and Sharing.
Presenter: Meeting presenters can use all pods, share content and share their desktop.
Host: Meeting hosts can use all pods, change the layout of the meeting room, give participants the right to use audio/video, change participant/presenter roles, and request to share other participants' desktops.



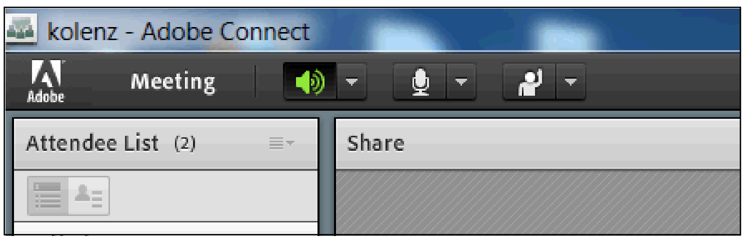
Step	Action
4.	This completes the process of attending a meeting in Adobe Connect. **End of Procedure.**

Use Communication Controls

This topic demonstrates how meeting participants can use the controls that are at their disposal during Connect meetings for the purpose of communicating with other participants, presenters and hosts.

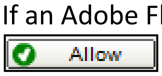
Procedure

Begin by opening a meeting AND logging in with your CWRU Network ID and password.

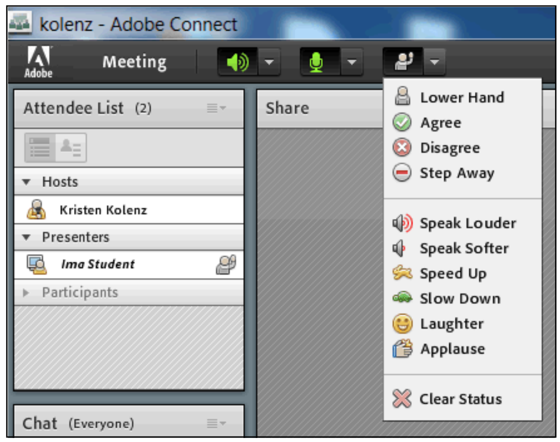


Step	Action
1.	To hear audio that is sent through the meeting room (rather than through a telephone conference number), confirm that the **Speaker** button is set to **ON**. 
2.	To use a microphone to communicate through the meeting room, click the **Connect My Audio** button, which looks like a microphone. 

You will only be able to use audio in the meeting room if the host has granted permission for you to use it. You will only see the microphone button if you have this permission. Click on the microphone button to turn on your microphone and begin speaking.

Step	Action
3.	If an Adobe Flash Player Settings window appears, click the **Allow** button. 

Step	Action
4.	To raise your hand to be called upon, click the **Raise Hand** button. 
5.	A "raised hand" icon will appear next to your name in the Attendee List. This alerts the presenter that you wish to speak or chat using the Chat pod. 



Step	Action
6.	There are other notification icons that you can use located on the menu to the right of the Raise Hand button. You can also clear your status from this menu.
7.	This completes the process of using communication controls. **End of Procedure.**