Adobe Connect Quick Start for Hosts

The first step to take before using Adobe Connect is to test the machine you'll be using to connect. Adobe has a webpage for doing just that:

http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm

Once your machine is checked and found compatible, we are ready to begin using Adobe Connect. If your computer was not found compatible, please contact the University of Richmond Help Desk for assistance:

(804) 287-6400
helpdesk@richmond.edu
Jepson Hall, Room G-19

Create and Access Meetings
Navigate to Log http://na3cps.adobeconnect.com with your favorite web browser. Log in here with your Adobe Connect username and password Note this is not your regular UR password. If you don't know your password, click the **Forgot your password?** link.

1. Once authenticated, you are taken to the Adobe Connect Central home page. Click the **Create New Meeting** button to begin the Meeting Wizard.
2. Enter a meeting name and an easy to remember custom URL such as your first name or username.
3. Optionally, fill in the additional fields and click **Finish**. Your meeting room has been created.
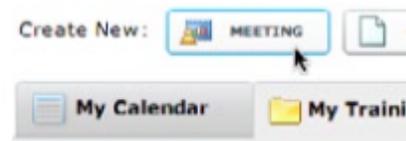
Enter your meeting room by clicking on the meeting room URL on the confirmation page (or by typing the URL into your web browser).

Sharing Your Screen
1. Click the *Share My Screen* button in the Share area (Adobe calls these areas "pods").
2. In the Start Screen Sharing dialog, choose how you would like to share your screen.
   a. Desktop: Share all applications on your desktop. Windows: Choose specific, already open windows to share.
   b. Applications: Share one or more applications along with
   c. related windows.
3. After selecting your desired option, click *Share.*
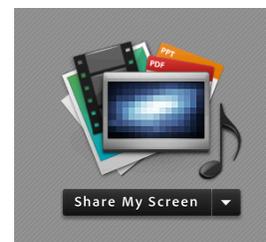
4. An Adobe Connect icon appears in your system tray (Windows) or your menu bar (Mac) while you are sharing your screen. Click on this icon to view a menu where you can stop sharing or access other available options.

Sharing PowerPoint Content
1. Click the right arrow beside *Share My Screen* and select *Share Document.*
2. Click *Browse My Computer* to select a file from your system. In the Browse dialog, locate the PowerPoint (PPT or PPTX) presentation you would like to share and click Open. The file is automatically uploaded and converted.
3. Once the file has been converted, it will appear in the Share pod. Use the Next and Previous controls to navigate through your presentation.
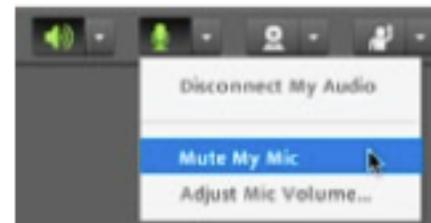
Sharing Audio From Your Microphone
Voice-over-IP allows you to communicate with meeting attendees using your computer's microphone and speakers.

To begin using VoIP, locate the **Microphone** button near the top of the application. Click the button once to activate VoIP. You can use the arrow beside the icon to mute your mic or adjust your volume.

Sharing Video From Your Webcam
You can share webcam video with meeting attendees. To do this, make sure your webcam is plugged in and click either the webcam button or the **Start My Webcam** button on the Video pod.
2. The webcam will give you a preview of what will be shared. If you are happy with the preview, you can click **Start Sharing** to broadcast your webcam to all participants. The Video pod will handle multiple webcams and scale the images appropriately; you don't need to open a separate pod for each presenter.
3. If you'd like to adjust the settings for your webcam to increase or decrease the quality based on available bandwidth, click *Preferences* from the Video pod options dialog, or select **Meeting > Preferences > Video**.

Inviting Meeting Participants
You can invite attendees to your meeting by sharing the meeting URL in an email, chat message, or even verbally over the phone. From within a meeting, you can invite attendees by selecting **Meeting > Manage Access & Entry > Invite Participants.**

In the *Invite Participants* dialog, click **Compose e-mail**. An e-mail appears in your default e-mail client with meeting information pre-populated. Add attendees by entering their e-mail addresses in your e-mail client and send the invitation. When attendees arrive to the meeting, a notification window may appear asking you to accept or decline their request to enter. Click the checkmark to accept the request. You can also accept multiple requests by choosing **Allow Everyone.**