Adobe Connect – Participants Cheatsheet

Microphone settings
Mic activation/deactivation, mute, volume.

Speakers settings
Green highlighting = active speakers
Speakers activation/deactiovation,
mute, volume control.

Webcam settings
Activation/deactivation,
image quality settings.

Status
Permanent and
temporary user
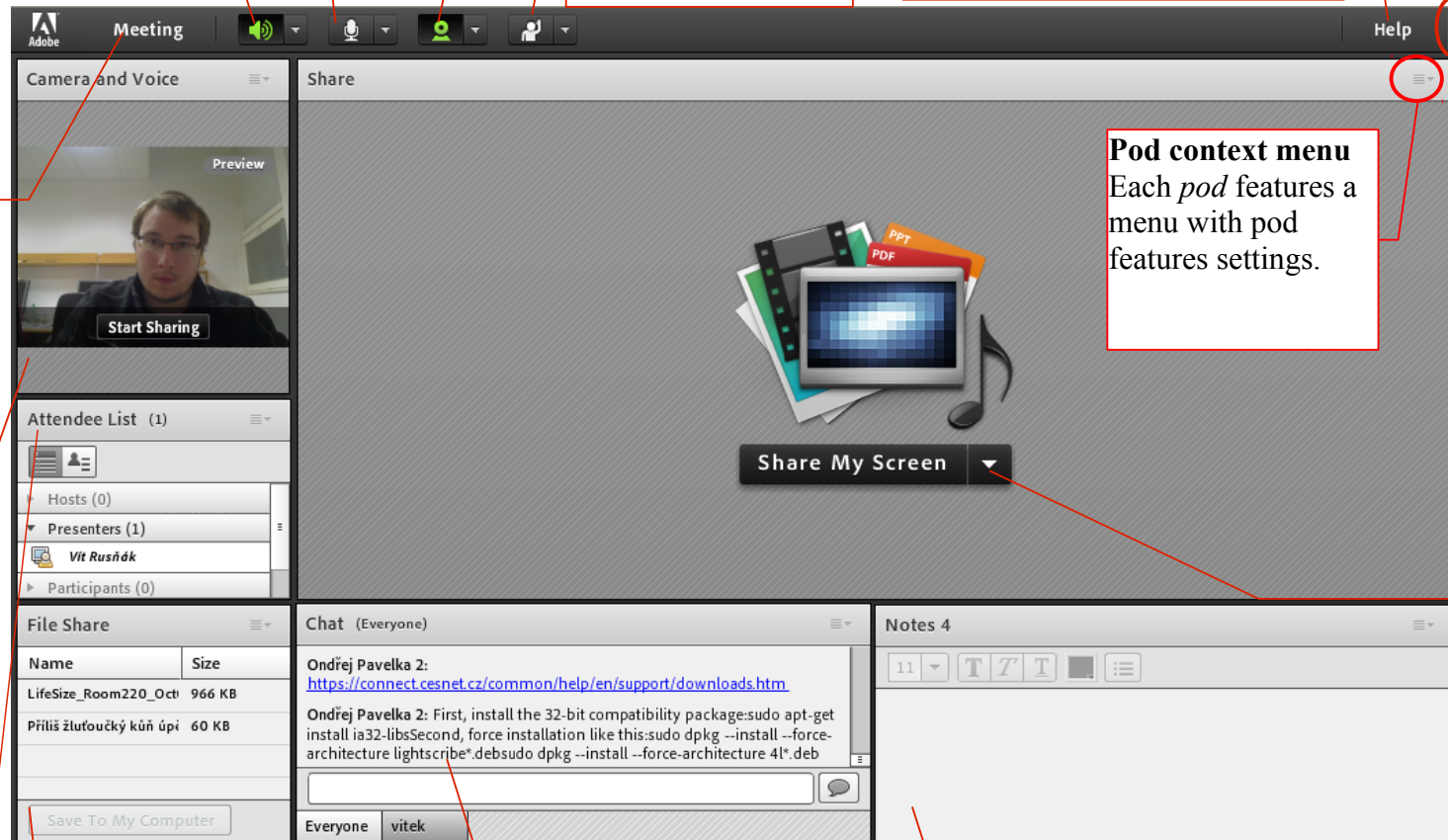statuses.

Help button:
- help,
- keyboard shortcuts,
- user community links,
- user support forum,
- Adobe Connect and Flash
downloads, etc.

Connection statistics
Displays connection
speed (upload and
download) and delay.

Meeting button
allows the users to:
- change audio,
video and selected
pods settings,
- launch audio
settings wizzard.

Pod context menu
Each *pod* features a
menu with pod
features settings.

Webcams pod
Video streams of
users with active
webcams.

Content sharing
Allows to share:
- documents,
- computer
desktop,
- whiteboard.

Users list
Categorized by roles
into:
- meeting hosts -
Host,
- **Presenters**,
- **Participants**.

Shared documents
The list of documents
uploaded to the server which
can be shared

Chat
- skupinový – **Everyone**,
- private.

Shared Notes
Allows to create and share text
notes, use simple formatting
and export them in RTF.

CESNET

Adobe Connect – Hosts Cheatsheet

Meeting Menu
- room parameters settings,
- participants management (invitations, banning),
- room settings (audio, video),
- meeting recording,
- layouts modification (**Prepare Mode**).

Layouts Menu
Modification of individual Pods layout. Creating, deleting and renaming of layouts.

Pods Menu
Pods overview, adding pods to the layout, deleting and renaming of pods existing in a layout.

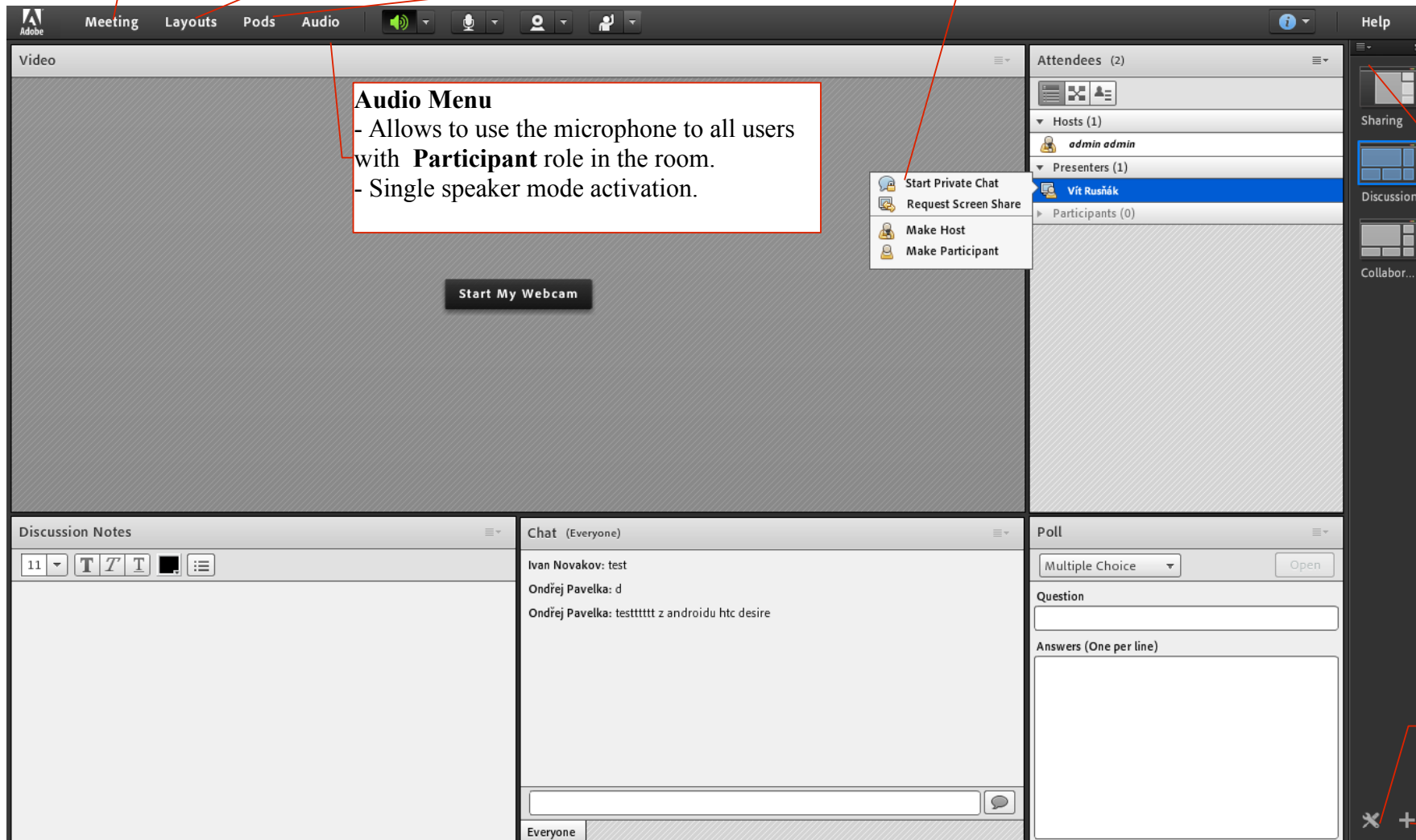**Individual user management**
Hoovering the mouse over the user name allows to change users role, request users desktop sharing or allow/disallow users microphone and webcam.

Audio Menu
- Allows to use the microphone to all users with **Participant** role in the room.
- Single speaker mode activation.

Layout Bar
Allows to quickly switch between defined layouts, define new layouts and modify existing ones.

Prepare Layouts
Activates the **Prepare Mode.**

Add Layouts –
New layout definition.