

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

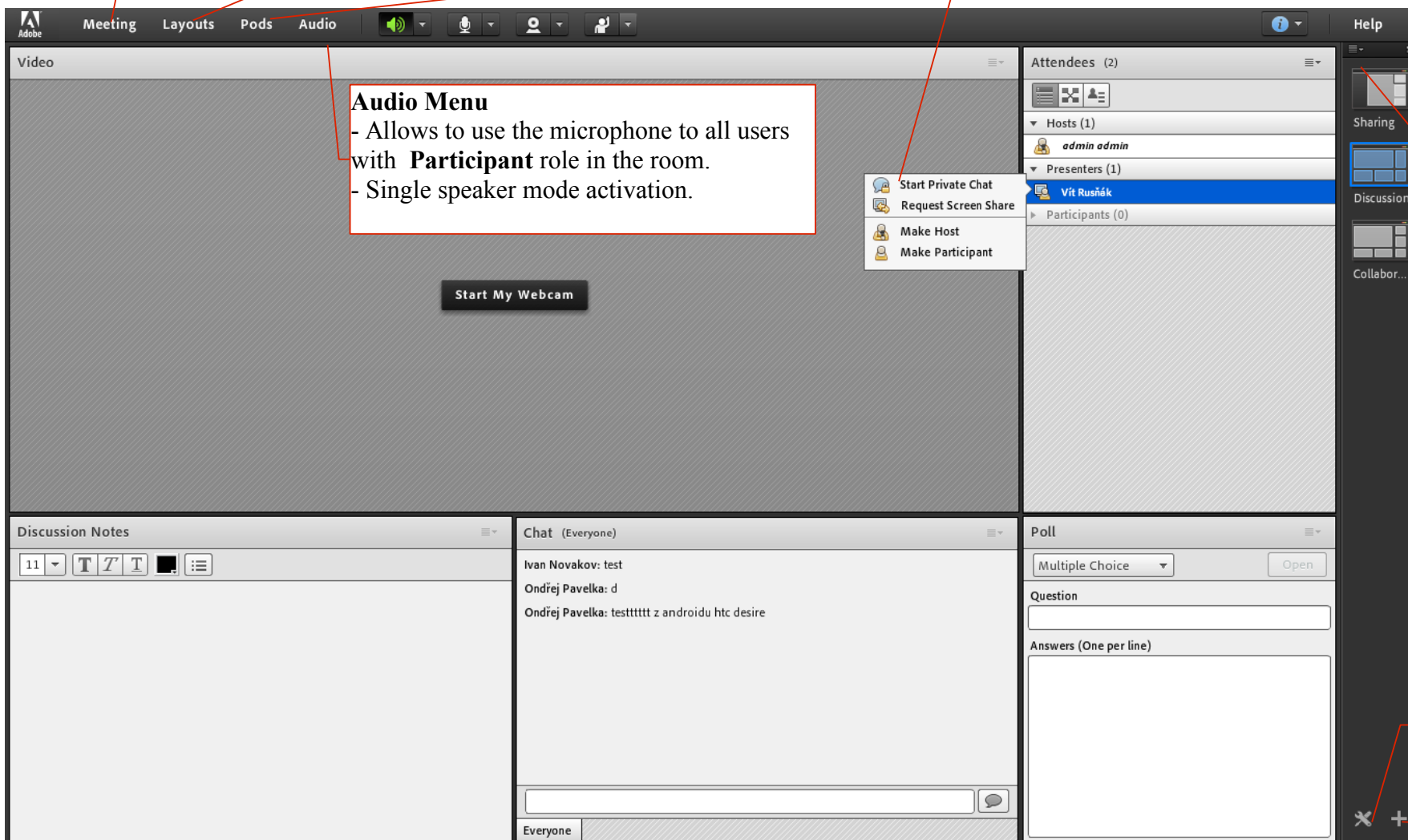
Hoovering the mouse over the user name allows to change users role, request users desktop sharing or allow/disallow users microphone and webcam.

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.