

Adobe Connect – Participants Cheatsheet

Microphone settings

Mic activation/deactivation, mute, volume.

Speakers settings

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

Webcam settings

Activation/deactivation, image quality settings.

Status

Permanent and temporary user statuses.

Help button:

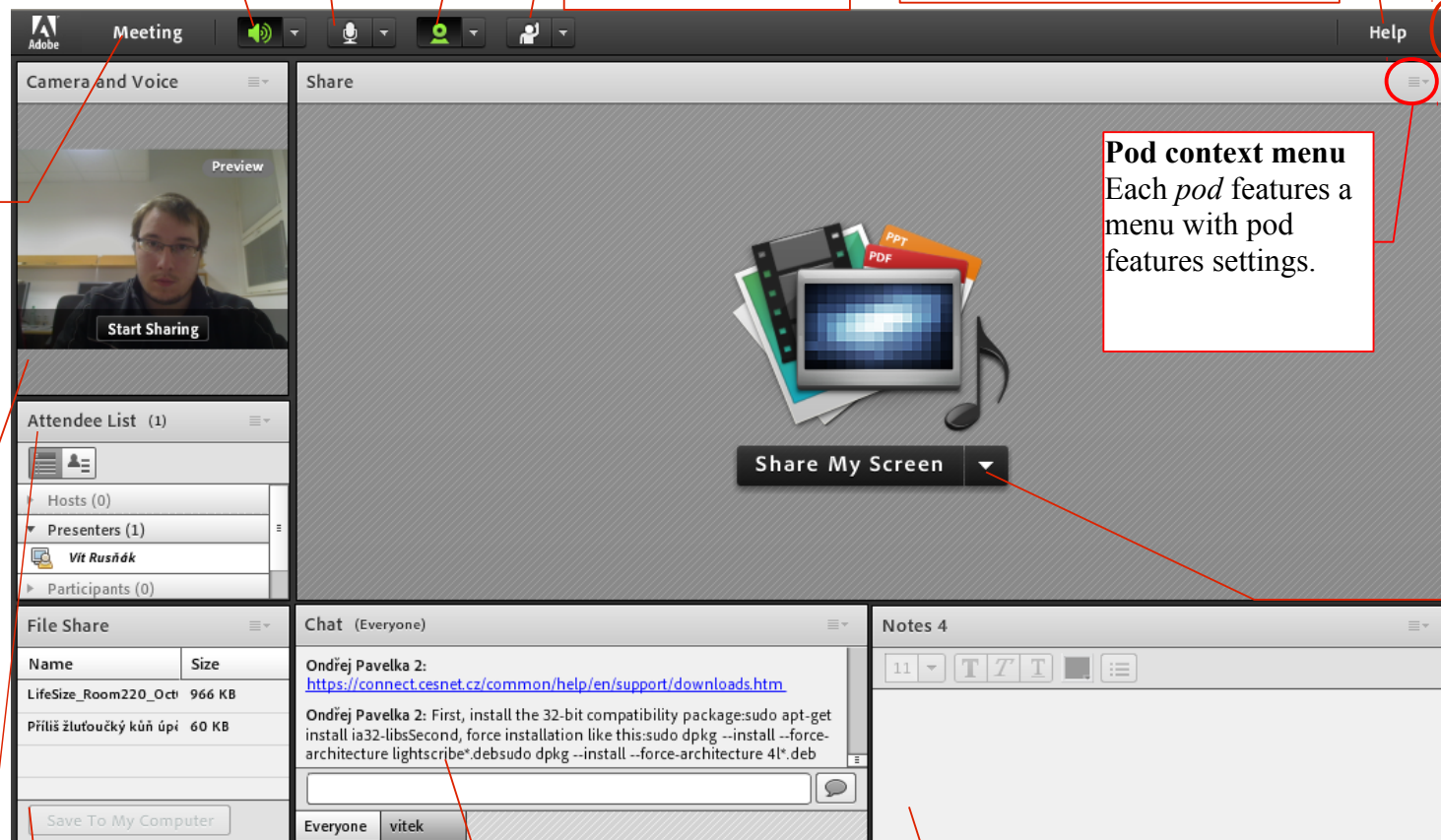
- help,
- keyboard shortcuts,
- user community links,
- user support forum,
- Adobe Connect and Flash downloads, etc.

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 wizard.



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.