

Starting with Adobe Connect – Brief How-to for Participants



Adobe Connect is Adobe Flash based webconferencing tool. Thanks to its low technical and software requirements it can be easily deployed for online meetings, virtual e-learning tutorials or webinars.

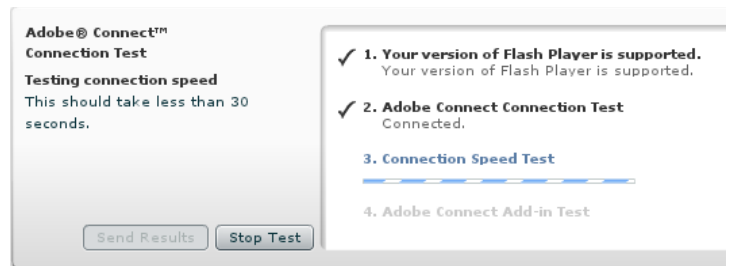
The communication takes place in virtual rooms. The rooms consist of so called **pods** – modules with specific functions (e.g., chat, notes, computer desktop sharing, etc). One of the advantages of Adobe Connect is a simple sharing of the content, be it documents or the users computer desktop.

Minimal Requirements

- Supported operating Systems – MS Windows, Linux (Ubuntu, RHEL, SUSE), OS X, Solaris
- **Web browsers** – supported browsers are Internet Explorer (version 7 and higher), Mozilla Firefox (version 3 and higher), Safari (version 4 and higher) and Google Chrome
- **Adobe Flash Player** version 10.3 and higher (download at: <http://get.adobe.com/cz/flashplayer/>)
- **Adobe Connect Add-in** – Adobe Connect desktop application (download at: <http://admin.adobeconnect.com/common/help/en/support/downloads.htm>)
- A mobile applications for iOS, Android and BlackBerry are available as well. Mobile applications do not support all the functions of the browser/desktop version though.

NOTE: Detailed minimal requirements can be found at <http://www.adobe.com/products/adobeconnect/tech-specs.html>

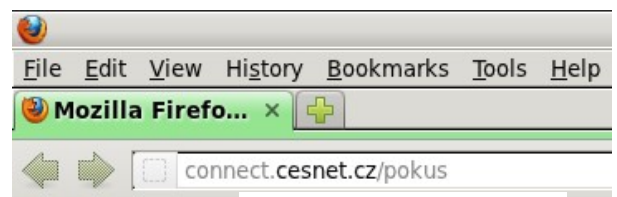
TIP: A simple test at http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm allows to test if users system fulfills the minimal requirements including a simple diagnostics tools in case of any issues found. Furthermore, links to Adobe Flash Player and Adobe Connect Add-in can be found on the page.



Entering the Conferencing Room

Two steps are required to enter a conferencing room:

1. Enter the conferencing room URL in the web browser.
2. Log in
 - a) Employees and students of the universities and the Academy of Sciences in the Czech republic can log in using the **eduID.cz federation of identities**. To log in, select your institution and enter your home institution credentials.
 - b) Any user can log in as a **guest**. It is necessary just to enter a display name for the user (usually the users real name).



- Přihlásit se jako host
 Přihlásit se pomocí:



- Přihlásit se jako host

Name

NOTE: Depending on the conferencing room setting the user can be placed on hold in so called Waiting room upon successful log in until the meeting host approves the users entering the conferencing room.

Audio Settings

Speakers Output

Speakers (headphones) output is automatically activated upon entering the conferencing room. This is signaled by the green highlighted speaker icon at the top of the screen

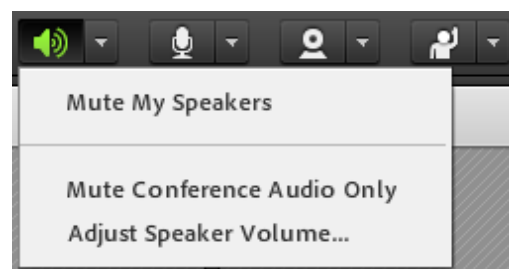
Respective drop down menu allows to:



– **Mute My Speakers** – completely mute the audio output



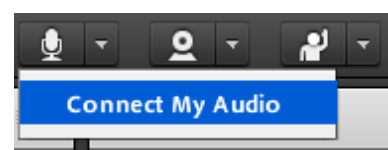
– **Mute Conference Audio Only** – mute the audio output from the conference
– **Adjust Speaker Volume...** – adjust the output audio volume




TIP: To mute or unmute the speakers output quickly simply click on the speaker icon.

Microphone Input

The microphone input is not active by default. To activate the microphone click on the microphone icon at the top of the screen. Alternatively select **Connect My Audio** from the microphone menu.




If the microphone is active we can:

- **Mute My Microphone** – temporarily mute the microphone (microphone icon changes to )
- **Disconnect My Microphone** – disconnect the microphone
- **Adjust Microphone Volume...** – adjust the microphone volume

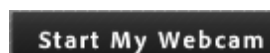


Webcam Sharing

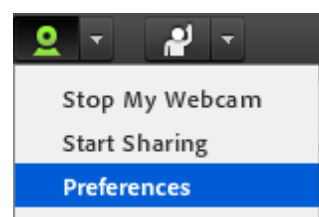
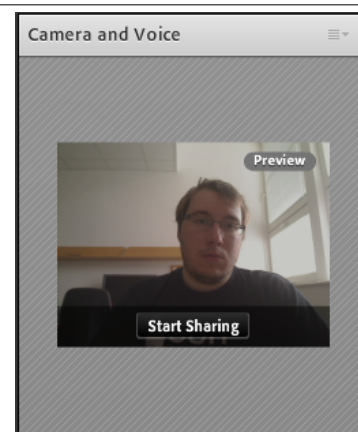
Similarly to the microphone defaults, the webcam is not active upon entering the conferencing room. The webcam can be activated using two ways:

 Click on the webcam icon on the top of the screen. The webcam video is not shared with other participants of the conference automatically.

The **Camera and Voice** pod shows the webcam video preview. To share the video it is necessary to press the **Start Sharing** button.

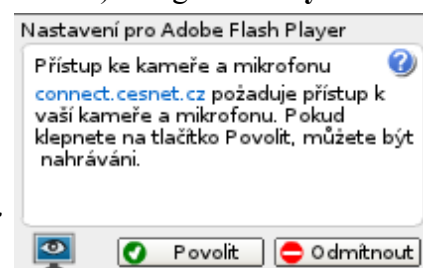


Alternatively it is possible to use **Start My Webcam** in the **Camera and Voice** pod.



Webcam drop-down menu allows to:

- activate or deactivate the webcam (based on its state) using **Start My Webcam / Stop My Webcam**
- start to share the webcam video with **Start Sharing**
- change the video quality in **Preferences**



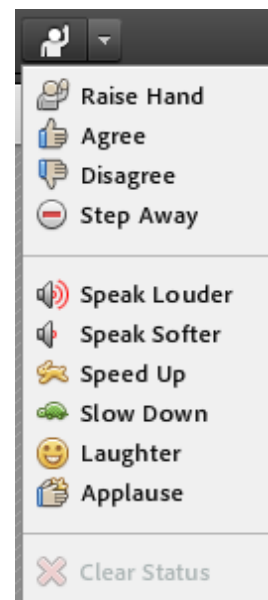
*NOTE: Adobe Flash Player may require the permission to use the webcam or microphone. To do so select **Allow** in the dialog window which pops up.*

Status Change

It is possible to change the users status during the conference to provide a sort of a feedback for the presenter or other participants of the conference. To change the status use the drop down menu with the icon of person with raised hand in the top part of the screen. The icon changes accordingly with the status change.

The statuses are divided into two categories.

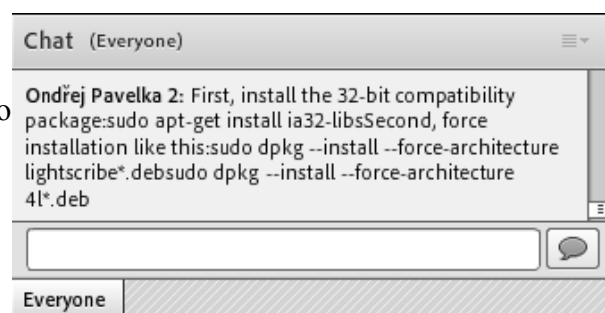
- Permanent statuses: **Raise Hand, Agree, Disagree** a **Step Away**. It is possible to cancel the status only by selecting a different status or by using the **Clear Status** menu entry.
- Temporary statuses: **Speak Louder, Speak Softer, Speed Up, Slow Down, Laughter** and **Applause**. These statuses are canceled automatically after a couple of seconds.



Chat

Besides of the audio and video communication the users can also use the **Chat** in Adobe Connect. The chat can be either a **group chat**, where the messages are visible to all participants in the room, or **private**, between two users or a subgroup of users in the room.

Messages are sent to the group chat by default.

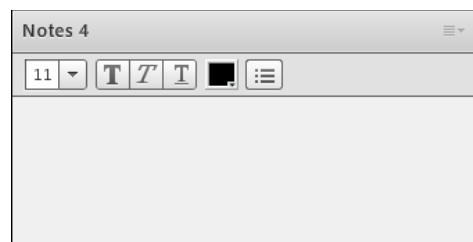


To enter a private chat select the desired participant in the **Attendee List** pod and choose **Start Private Chat**.

Alternatively choose the **Start Chat With** option in the **Chat** menu (in the upper right corner of the screen) to start a chat with a selected participant or a group of participants.

Notes

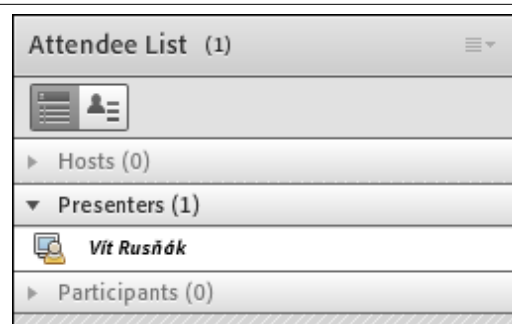
The **Notes** pod allows the users to create and share text notes. A simple text formatting tools are available as well. It is possible to export and save the notes in the RTF format.



Participants List

In the participants list users can choose between two different views:

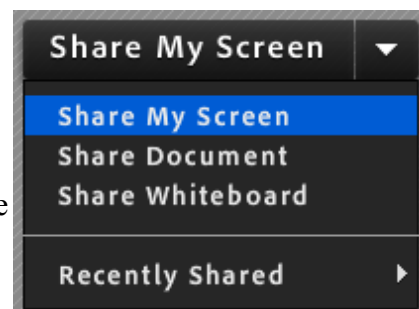
1. based on roles – Adobe Connect distinguishes three user roles:
 - **Participant** – can use chat, change status and answer questions
 - **Presenter** – can share content including the audio and video (see below)
 - **Host** – meeting organizer and room manager, a role with highest level of user rights, besides the above mentioned the host can modify other participants roles, modify pods layouts etc.
2. based on four different types of users status – **Raise Hand, Agree, Disagree** and **Step Away** (see above)



Content Sharing

The user with the **Presenter** or **Host** role can share the content to other participants in the room. A drop down menu of the **Share** pod (usually the largest pod on the screen) allows to share:

- computer desktop using **Share My Screen** (usefull e.g., to demonstrate the usage of some application)
- documents using **Share Document** (it is possible to share images, text documents, spreadsheets, charts etc.)
- whiteboard using **Share Whiteboard** – allowing to draw collaboratively on a virtual whiteboard

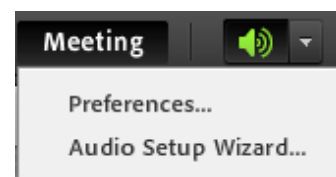


The **Recently Shared** entry offers the list of recently shared documents or whiteboards.

Meeting Menu

The **Meeting** menu allows to :

- change the **Perferences...** – allowing to change e.g., audio or video settings
- launch the **Audio Setup Wizard...** – allowing to configure the audio



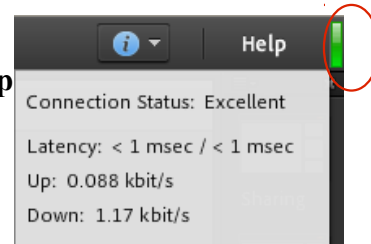
Help Menu

Besides the Adobe Connect help itself the dropdown menu behind the **Help** button also shows the list of the keyboard shortcuts, the link to the Adobe Connect user community web site and the links to download the Adobe Connect Add-in or Adobe Flash Player.



Connection Statistics

To check the network connection click on the small green "button" next to the **Help** menu in the upper right corner of the screen. The button shows a popup with detailed statistics including the connection speed and the connection latency. The color of the button changes according to the quality of the connection.



Further Reading

- Participate in Adobe Connect meetings <http://seminars.adobe.acrobat.com/vqs-participants/>
- Getting started with Adobe Connect Meetings <http://seminars.adobe.acrobat.com/vqs-hosts/>

Tento projekt je spolufinancován Evropským sociálním fondem a státním rozpočtem České republiky.



INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ