

# ADOBE CONNECT

A short users guide

# To enter a room

- Connect your headset and set it to be the default speakers and mic on your computer.
- Close non-essential software / apps that may also compete for broadband.
- Check your connection and software settings. You should install the application on first use when prompted.
- Enter 5–10 min in advance by clicking on the link that you have been emailed by your host. If you enter before a Host is present you will go to a waiting page and enter when the Host arrives.
- In the room, select 'Meeting' at the top left. Choose 'Audio Setup Wizard' and follow the steps. This allows you to set up your headset and should be done every time you enter a room.

If you followed the above steps and still have audio issues, please do the following:

- Exit the room
- Follow the checklist and connect your headset (computer) or earphones (mobile device)
- On a computer go into Windows control panel and make your headset the default for microphone and speakers
- Rejoin the room

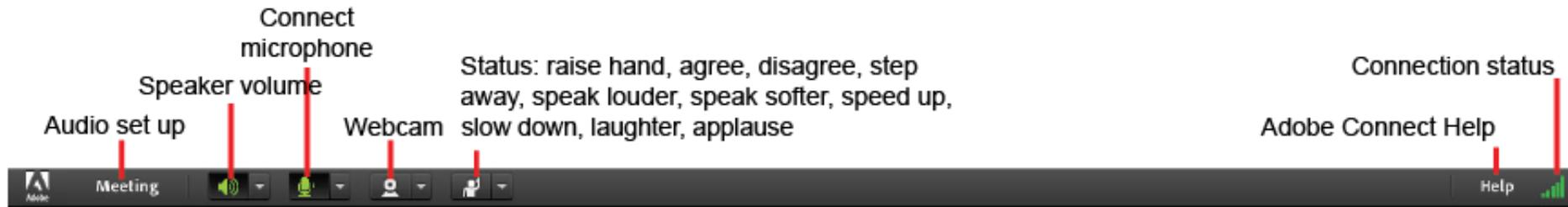
# Audio Setup Wizard

Select **Meeting** at the top left, choose **Audio Setup Wizard** and follow the steps



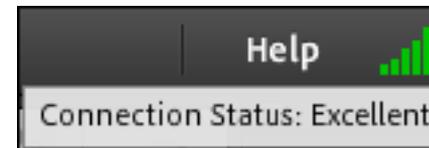
Don't forget that some headsets have independent volume controls that may be affecting your levels

# Controls – computer view



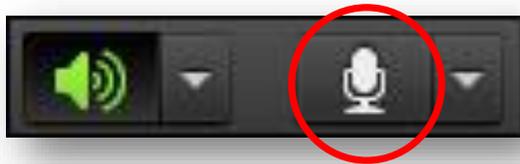
The **Menu Bar** contains several options

the far-right edge of the menu bar, the coloured bar indicates the connection status of the online room and can also convey information about your room connection.



# Microphone

Enable your microphone by clicking once on the icon at the top of the screen



The icon should turn green to show that it has been enabled

Mute your microphone when you aren't speaking so that you don't broadcast background noise



On a mobile device there is not Audio Setup Wizard you can just connect your mic:

Connect my microphone

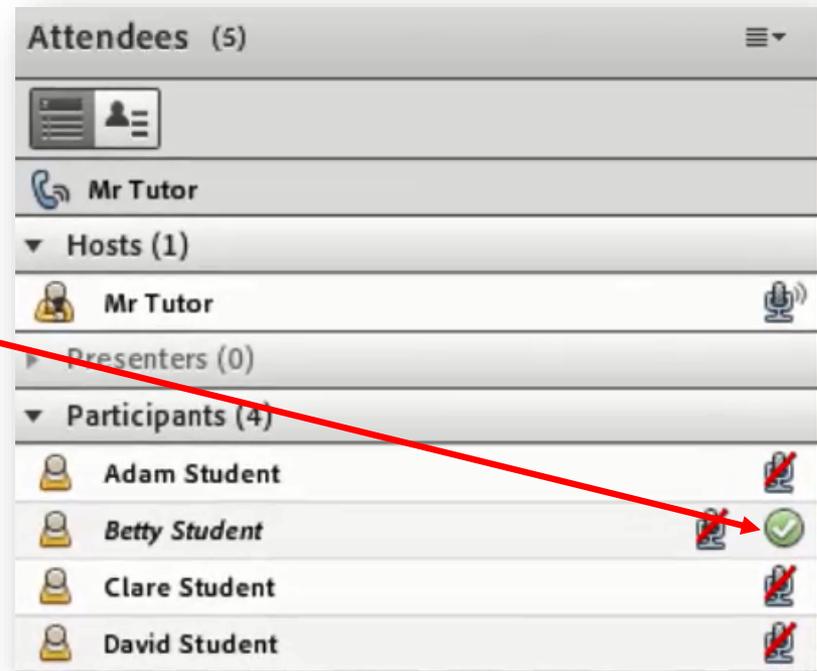


# Status

The **Status menu** is where you can provide feedback to the presenter and raise your hand

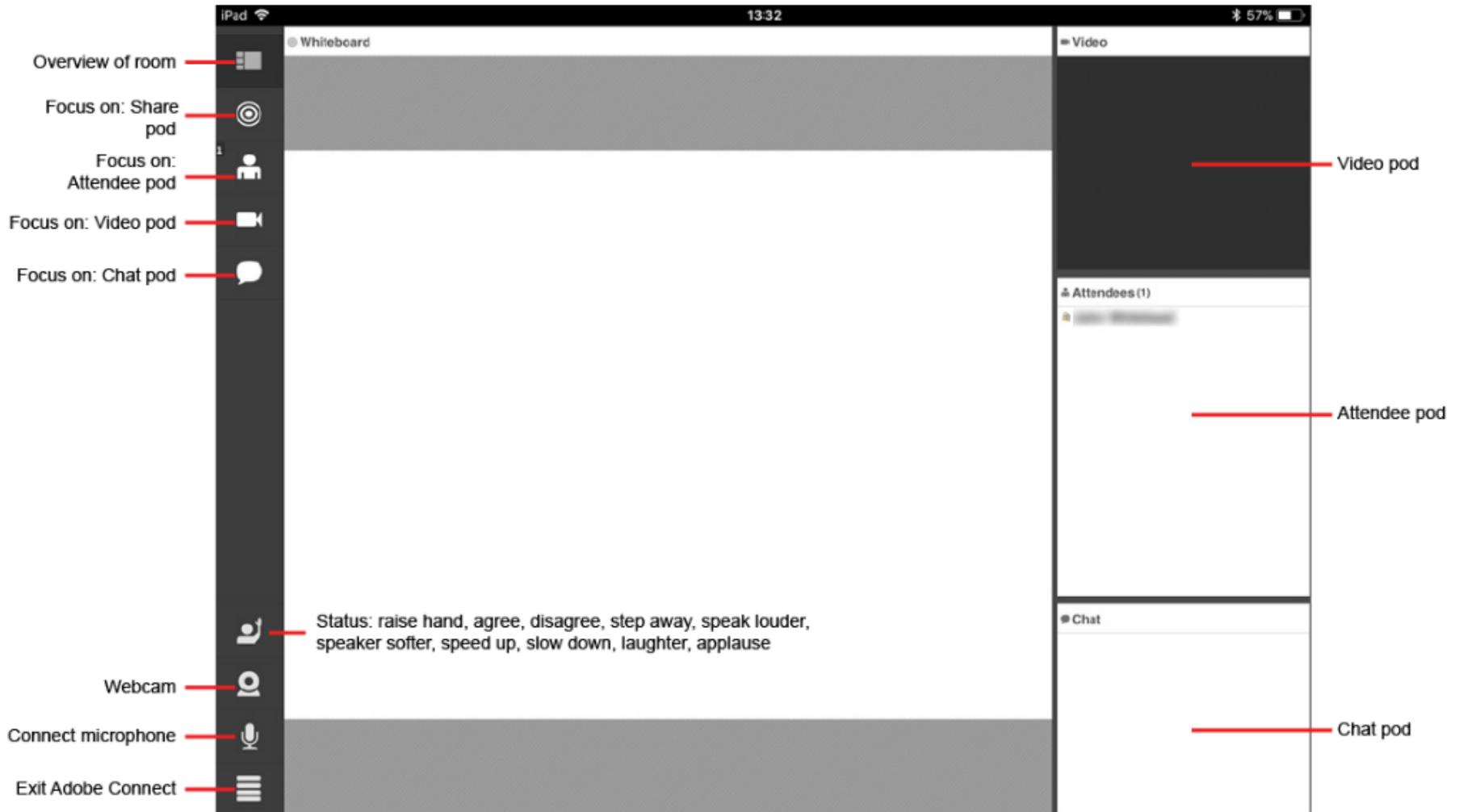


(remember to clear your status)

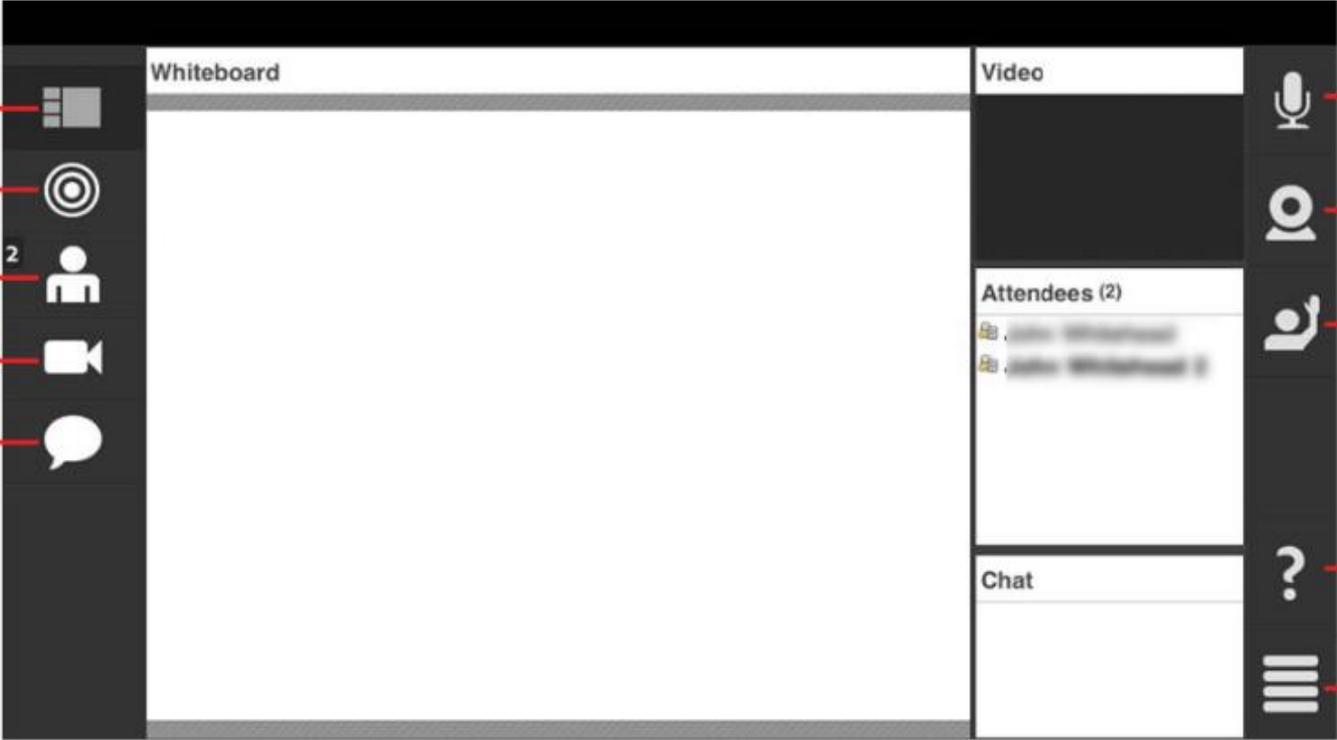


The appropriate icon will appear next to your name

# Tablet view



# Phone view



The screenshot displays the Adobe Connect phone view interface. The main area is a whiteboard. On the right side, there is a video panel showing two attendees. Below the video panel is a chat panel. The interface is surrounded by a dark navigation bar with various icons. Red lines connect these icons to their respective labels.

**Left Side Navigation Bar:**

- Overview of room
- Focus on: share pod
- Focus on: Attendee pod (2)
- Focus on: Video pod
- Focus on: Chat pod

**Right Side Navigation Bar:**

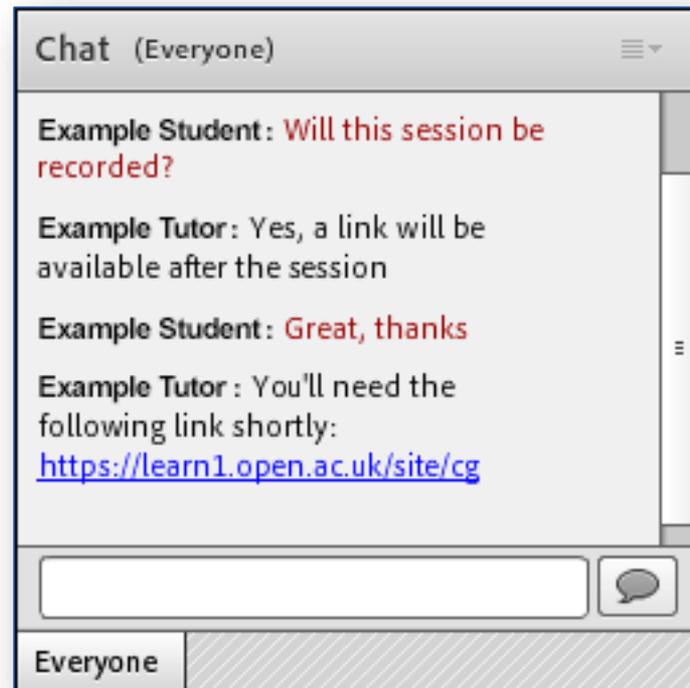
- Connect microphone
- Webcam
- Status: raise hand, agree, disagree
- Adobe Connect Help
- Exit Adobe Connect

**Main Content Area:**

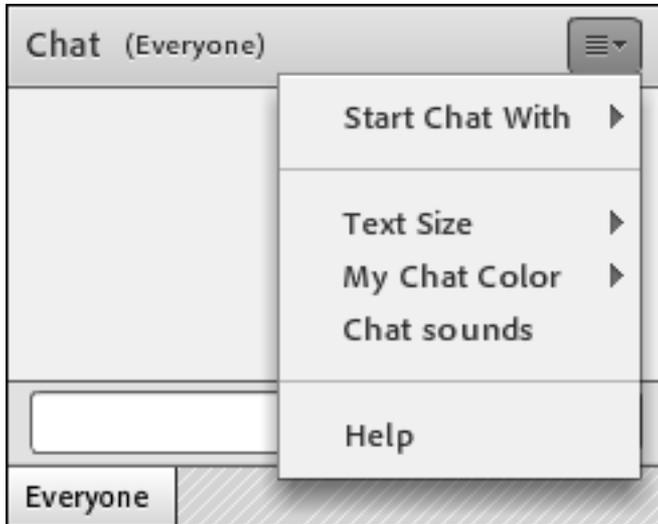
- Whiteboard
- Video
- Attendees (2)
- Chat

# Chat 1

The **Chat pod** enables you to send a message to everyone in the room. Type your message in the box at the bottom and hit Enter or click the Send icon



# Chat 2



When using a computer there are several options you can change within the Chat pod, accessed from the Chat drop-down menu in the top right corner of the Chat pod.

- **Text Size** allows you to alter the size of the text within the Chat pod. Don't worry – it won't change for anyone else but you.
- **My Chat Color** allows you to choose what colour your text will display as within the Chat pod.
- **Chat sounds** will play a sound each time a new chat message has been posted.

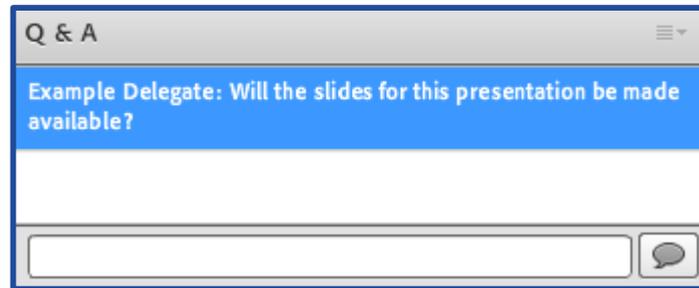
# Polls

<p>What is your favourite fruit? ▾</p> <p>What is your favourite fruit?</p> <ul style="list-style-type: none"><li><input checked="" type="radio"/> Pear</li><li><input type="radio"/> Blueberry</li><li><input type="radio"/> Raspberry</li><li><input type="radio"/> Pineapple</li><li><input type="radio"/> Orange</li><li><input type="radio"/> Grape</li><li><input type="radio"/> Nectarine</li><li><input type="radio"/> Cherry</li><li><input type="radio"/> No Vote</li></ul>	<p>Multiple answer poll ▾</p> <p>Tell me which of the following are correct:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> A</li><li><input type="checkbox"/> B</li><li><input checked="" type="checkbox"/> C</li><li><input type="checkbox"/> D</li></ul>	<p>Short answer poll ▾</p> <p>Tell us where you are in the country?</p> <p><input type="text" value="Land's End"/> <input type="button" value="Send"/></p> <p><i>Answer is submitted.</i></p>
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Presenters can use a Poll pod to create questions, or polls, for you to answer.

There are three types of poll: multiple choice (select one answer from a list), multiple answer (select one or more answers from a list) and short answer (type a short answer in the box then click on the button to send).

# Q & A



The screenshot shows a Q&A pod interface. At the top, there is a header bar with the text "Q & A" and a menu icon. Below the header, there is a blue bar containing the text "Example Delegate: Will the slides for this presentation be made available?". Underneath the blue bar is a white text input field. At the bottom of the pod, there is a white text input field and a speech bubble icon.

When the host makes it available, please add any questions that you have into the Q&A pod by typing your question in the text box and pressing the button to submit.

All questions will be hidden from other delegates unless a host replies and selects to make the reply public to the room.