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Adobe Connect
Quick Start Guide for Hosts

Create and Access Your Meeting

1. Navigate to **http://acp.ecu.edu.au** in your favourite browser.

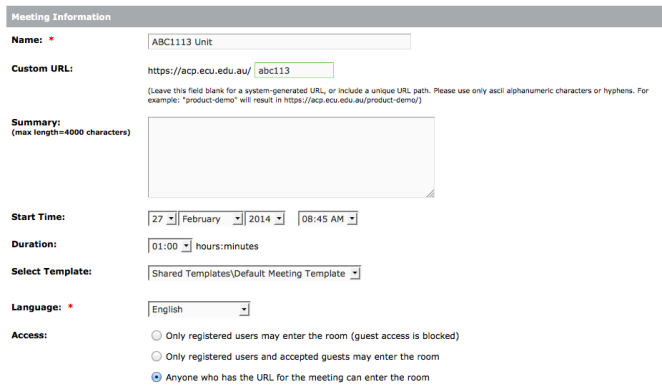2. Log in using your ECU user name and password.
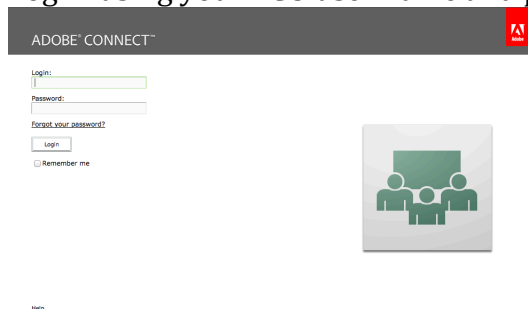
3. Once authenticated you are taken to the *Adobe Connect Central home page.* Click the **Create New: Meeting** button to begin the *Meeting Wizard*.
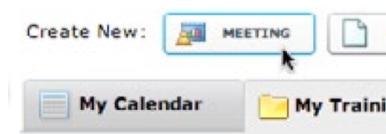
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4. Enter the **Name** for the meeting and an easy to remember **Custom URL**. For **Access**, select *Anyone who has the URL for the meeting can enter the room.*

5. Click the **Finish** button.

6. Enter your meeting room by clicking on the meeting room URL on the confirmation page or by typing the URL into your web browser.
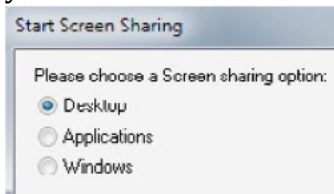

   The meeting room you have just created is always available at the URL you specified. You can post this URL as a link in Blackboard for your students.

Sharing your screen

1. Click the **Share My Screen** button in the *Share* pod.

2. In the *Start Screen Sharing* dialog, choose how you would like to share your screen. After selecting your desired option, click **Share**.


   Desktop: Share all applications on your desktop.
   Windows: Choose specific, already open windows to share.
   Applications: Share one or more applications along with related windows.

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3. An Adobe Connect icon appears in your system tray (Windows) or your toolbar (Mac & Linux) while you aresharing your screen. Click on this icon to view a menu where you can stop sharing or access other available options.
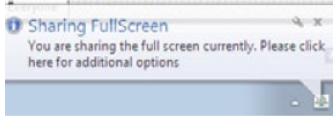

If you share your entire desktop, set your screen resolution to 1024x768 and close down any applications that you don't need to help provide a better experience for your participants.

Sharing PowerPoint and other content

1. Click the down arrow beside *Share My Screen* and select **Share Document**.
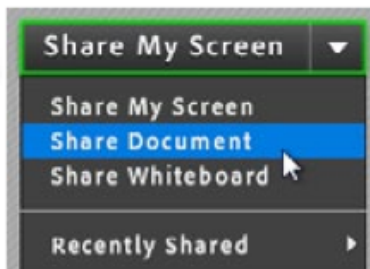
2. Click **Browse My Computer** to select a file from your system. In the Browse dialog, locate the file you would like to share and click **Open**.
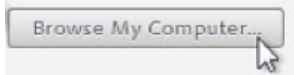

The file is automatically uploaded and converted.

3. Once the file has been converted, it will appear in the *Share pod*. Use the Next and Previous controls to navigate through your file or presentation.

You can follow these steps to share other supported file types including: Images (JPG or PNG), Video (FLV), Flash (SWF) and Audio (MP3).
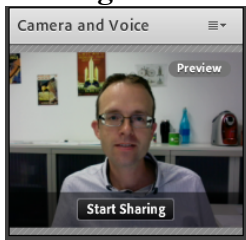
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Sharing your webcam video

1. Make sure your webcam is plugged in and click the **Start My Webcam** button on the *Camera and Voice Pod*.
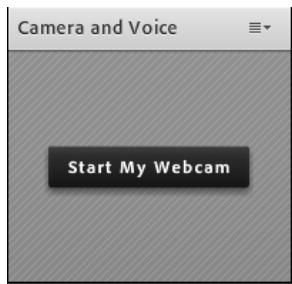
2. The webcam will give you a preview of what will be shared. Click the **Start Sharing** button to broadcast your video to all participants.


3. To start your audio, click the **Audio** button. It will turn green when you are broadcasting your audio. Click on the arrow to adjust your audio settings.

Managing attendees

1. Meeting attendees fall into three roles:
   Host: Organizes and facilitates the meeting.
   Presenter: May assist in meeting facilitation, presenting content, or sharing their screen.
   Participant: Largely a spectator in the meeting who can chat, respond to polls, and change their status

2. Hovering over a participant's name will bring up a hover menu with several options giving you the ability to choose a role for the individual.
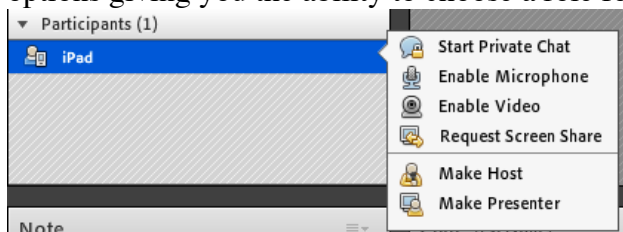
   You can also allow attendees to use their microphone or video using this menu.