



# Adobe Connect 8 Host Instructions

Developed by Academic Technology Services

## Software and Hardware Requirements

Adobe Connect 8 requires that you have an Internet connection, a web browser, and Adobe Flash Player 10.1 or later to attend a web conference. It supports nearly any operating system including Windows, Macintosh, Linux, and Solaris, as well as the most widely used browsers including Internet Explorer, Firefox, and Safari. For hosting a meeting, it is also strongly recommended that you have access to a webcam and microphone. For more information, visit Adobe Connect 8 Tech Specs: <http://www.adobe.com/products/adobeconnect/tech-specs.html>.

## Creating a Meeting

- To create a new meeting room, you need to login to Adobe Connect Central. Visit <https://connect.luc.edu> and enter your UVID and password.

Login:  
  
 Password:  
  
[Forgot your password?](#)

- Once you are logged in, under the Home tab locate Create New. There are three options available: Meeting, Content, Event. Click on the Meeting button and fill out the Meeting Information form. You will need to create a meeting name and unique URL. Please follow the appropriate naming convention if one has been established by ITS or your department.

Name: \*   
 Custom URL:    
(Leave this field blank for a system-generated URL, or include a unique URL path. Please use only ascii alphanumeric characters or hyphens. For example: "product-demo" will result in http://connect.luc.edu/product-demo/)

- Guests may be provided access to a meeting. It is recommended that you allow for **registered users and accepted guests** to enter your room as indicated below. This will provide students with the option to enter as a guest if the meeting attendee list is not completely up-to-date (e.g., late registration). As host, you will be prompted to grant room access to each individual guest request.

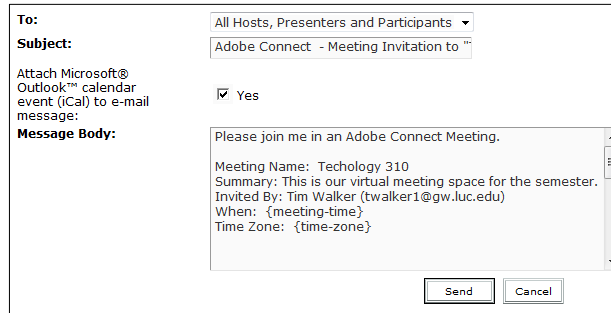
Access:   
 Only registered users may enter the room (guest access is blocked)  
 **Only registered users and accepted guests may enter the room**  
 Anyone who has the URL for the meeting can enter the room

- Add attendees to your meeting using the directory. To do so, click the Search button in the Available Users and Groups box and type in the first and last name for an attendee. The box will populate with individuals matching your search criteria. Verify the name and corresponding UVID are correct, then click the Add button .

This will copy the attendee to the Current Participants box. By default, attendees are assigned the role of participants. To change roles, select a name and click the Set User Role button . **All attendees assigned the role of host should have an active Loyola host license.** To delete an attendee, select a name and click the Remove button . A sample attendee list is provided to the right.

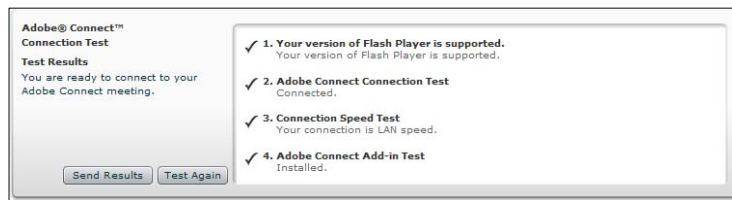
The screenshot shows two side-by-side panels. The left panel, titled "Available Users and Groups", contains a search bar with "adam smeets" entered and a list of results with "Adam Smeets Asmeets" highlighted. The right panel, titled "Current Participants For Technology 310", shows a list of participants with columns for name, role, and UVID. The list includes: Liz Van Kleeck (Presenter, Lvankle), Terry Moy (Presenter, Tmoy1), Tim Walker (Host, twalker1), Adam Smeets (Participant, Asmeets), Bruce Montes (Participant, Bmontes), and Carol Scheidenhelm (Participant, Cschei1). The "Adam Smeets" row is highlighted. Below the lists are search and action buttons.

- Send an invitation to attendees or share the meeting URL. The meeting information is also available in Adobe Connect Central for attendees to access including the date, time, and URL.



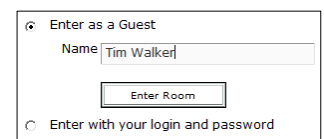
## Before a Meeting

- It is recommended that you test your computer prior to attending a meeting to make sure all system requirements are met. If you pass **steps 1-3**, then you are ready to participate in a meeting. To begin this process, visit Test Meeting Connection: [https://connect.luc.edu/common/help/en/support/meeting\\_test.htm](https://connect.luc.edu/common/help/en/support/meeting_test.htm).
- Adobe Connect 8 requires an additional meeting Add-in for hosts. Test Meeting Connection will verify the Add-in is installed during **step 4**. If you are not automatically prompted to download/install the Add-in, visit Adobe Connect Updates: <http://www.adobe.com/support/connect/updaters.html>.



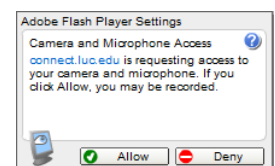
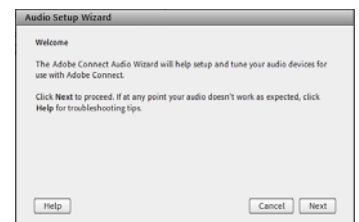
## Accessing the Meeting Room


- Use the meeting URL to access the meeting room. If you are not already logged into Adobe Connect Central, you will be prompted to enter your UVID and password. All attendees will be required to accept the **ITS Policy Agreement** before being allowed into the meeting room.
- If you have allowed for guest access, attendees can select Enter as a Guest. Please request they provide both first and last name.

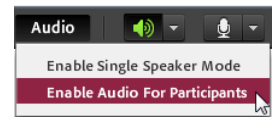


## Turning on Voice over IP (VoIP) for Broadcasting Audio



- Verify your headset (or computer microphone) is connected properly. For a list of recommended hardware, visit ITS TechConnect: <https://myits.luc.edu/techconnect/>.
- It is highly recommended that you run through the Audio Setup Wizard before a meeting begins. To start this process, click Meeting > Manage My Settings > Audio Setup Wizard.
- You may see a Flash Player settings box asking you for permission to access your camera and microphone. Click Allow and check Remember if you wish to avoid this alert in the future.

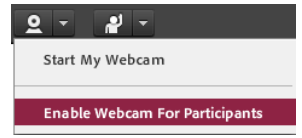


- To begin broadcasting your voice, click the Connect My Audio button . Click the button again to stop broadcasting. All meeting hosts and presenters can broadcast their voice. A host can also activate audio for participants. To turn on this feature, click Audio > Enable Audio for Participants. Follow the same steps to disable feature.



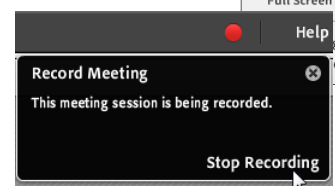
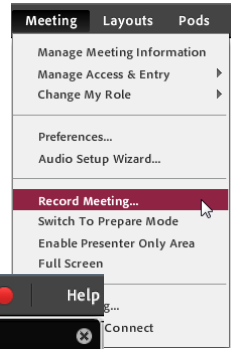
### Turning on Webcam for Broadcasting Video (Optional)

- Verify your webcam is connected properly. For a list of recommended hardware, visit ITS TechConnect: <https://myits.luc.edu/techconnect/>.
- To begin broadcasting video, click the Start My Webcam button  on the menu bar or in the Camera and Voice pod . This will open a video preview. Click Start Sharing when ready. Click the button again to stop broadcasting. All meeting hosts and presenters can broadcast video. A host can also activate video for participants. To turn on this feature, click the menu button to the right of the Start My Webcam button > Enable Webcam for Participants. Follow the same steps to disable feature.



### Recording a Meeting

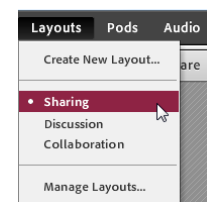
- A recording of your meeting can be captured at any time as a Flash Video (FLV) file. To start recording, click Meeting > Record Meeting. You will be asked to provide a name and summary for the meeting (optional). Click OK to accept.
- All attendees will receive notification the meeting is now being recorded. Hosts will see a Record Meeting icon appear above it. Click on the icon > Stop Recording when finished.
- To access the recording, login to Adobe Connect Central. Open the Meetings tab, select the meeting name, then click Recordings. Each recorded session is saved as a separate file and assigned a unique viewing URL. Click on the recording name to locate the URL. You can share this link with attendees. They will be required to provide login credentials unless the recording is made public. Hosts can also edit and make an offline copy of a recording.



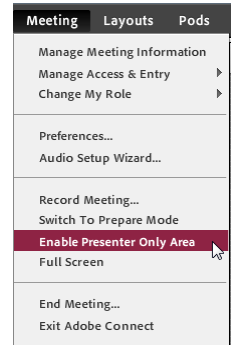
Name	Edit	View Original	Offline	Access	Recording Date	Current Duration	Duration
<input type="checkbox"/> 2011-05-10 Follow-up	<a href="#">Edit</a>	<a href="#">View Original</a>	<a href="#">Make Offline</a>	Public	05/10/2011 1:06 PM	-	01:43:52
<input type="checkbox"/> 2011-04-27 Follow-up	<a href="#">Edit</a>	<a href="#">View Original</a>	<a href="#">Make Offline</a>	Public	04/27/2011 9:01 AM	01:24:16	01:24:41

### Changing the Layout

- Adobe Connect 8 includes three preset layouts. Each layout contains a series of windows or "pods." To change the layout, click Layouts > Sharing, Discussion, or Collaboration.

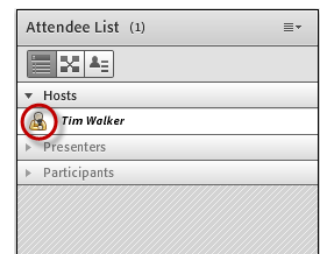
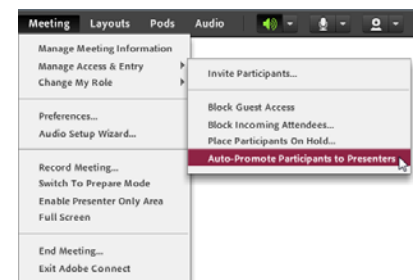


- To create a new layout, click Layouts > Create New Layout. Use the Pods menu show or hide pods. All pods can be moved, resized, and renamed (double-click name to edit). For more information on specific features and functions of pods, visit Learn Adobe Connect 8: <http://www.adobe.com/support/connect/gettingstarted/index.html>.
- During a meeting you may want to adjust or create a new layout without affecting the active layout seen by attendees. To do this, click Meeting > Switch to Prepare Mode. You can then make adjustments to layouts and pods. When finished, click Meeting > End Prepare Mode.
- A secondary display area can be made visible to hosts and presenters only. It can be used to prepare content, share confidential information, or divvy out responsibilities in confidence. To display, click Meeting > Enable Presenter Area Only. When finished, click Meeting > Disable Presenter Only Area.



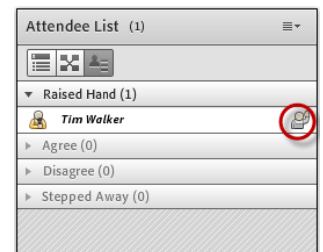
## Modifying Attendee Roles

- Meeting roles determine capabilities for sharing, broadcasting, and other activities. Attendees can be initially assigned as a host (license required), presenter, or participant; then changed during the course of a meeting. You can drag attendees from one role to another in the Attendee List pod.
- Attendees initially assigned the role of participant can be promoted to presenters upon entry into a meeting. To turn on this feature, click Meeting > Manage Access & Entry > Auto-Promote Participants to Presenters.
- An icon will appear next to the name of each attendee identifying their role and if they are connecting from a mobile device: host (👤📱), presenter (👤📱📺), participant (registered) (👤📱), and participant (guest) (👤📱).

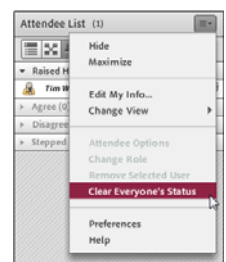


## Changing Your Status


- The Attendee List pod displays a status icon next to each attendee. An attendee's status is blank when they first enter the meeting. Hosts, presenters, and participants can change their personal status at any time. To do so, click the triangle to the right of the Status button (👤) on the menu bar, then select the status you want to show (e.g., Raise Hand (👤📱), Agree (👍), Step Away (🛑)). To clear your status, follow the same steps and select Clear Status.
- To view groups of attendees who share the same status, click the Attendee Status View button (👤📱) in the Attendee List pod.

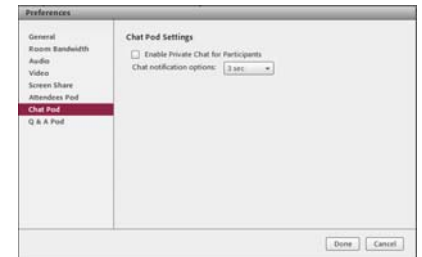
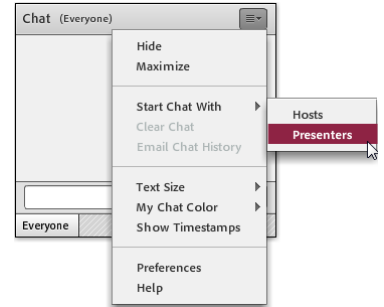


- Hosts can clear the status of attendees. To clear the entire group, click the Attendee List pod menu (☰) > Clear Everyone's Status. To clear one or more individuals, select attendees then click the Attendee List pod menu > Attendee Options > Clear Attendee Status.






## Chatting in Meetings

- The Chat pod can be used to communicate with other attendees while a meeting is in progress. By default, all attendees will see messages you send. To start a private chat, click the Chat pod menu  > Start Chat With > Hosts, Presenters, or specific attendees. Tabs will appear in the Chat pod to let you view different conversations. To clear a Chat pod, click the Chat pod menu >Clear Chat.
- Hosts and presenters can disable private chats between participants. To turn off this feature, click Meeting > Preferences > Chat Pod, then deselect Enable Private Chat for Participants. Follow the same steps to re-enable at any time during a meeting.



## Creating Breakout Rooms

- Hosts can create up to 20 breakout rooms and send attendees into them. Participants are automatically promoted to presenters in a breakout room (they return to participant when breakout session ends). Hosts can jump from one room to another and can broadcast messages to all groups. Attendees can ask the host a question at any time even if the host is not present in the breakout room using VoIP or chat.
- To start a breakout session, click the Breakout Room View button  in the Attendees List pod. By default, three breakout rooms are created. To add additional rooms, click the Create a New Breakout Room button . You can drag attendees to rooms manually, or click the Evenly Distribute From Main button  to randomly assign. When ready to begin, click Start Breakout. Click the same button to end a breakout session.
- **Note:** If you are recording a meeting, only the main room is captured. You will need to use the Edit Recording feature later to crop out footage of the empty main room.



## Troubleshooting Tips and Recommendations

*I cannot get into the meeting.*

- Click Help towards the bottom of the Meeting Login page. This takes you to the Test Meeting Connection page where you can verify that your computer meets all requirements. If you do not pass the test you will be given instructions for what you need to do.
- Verify a pop-up blocker is not blocking your meeting window.
- If an attendee cannot login, suggest entering the meeting as a Guest by typing in first and last name.

*I cannot hear any audio in the meeting.*

- Verify your speakers are turned on and your computer's volume is not muted.
- Check to see if the meeting host has provided teleconference information. If this is the case, you need to dial in via telephone to hear meeting audio.

*Attendee cannot hear my voice using VoIP. This issue may be occurring on your computer or the attendee's computer.*

- Verify your microphone is not muted.
- Verify audio has been enabled for participants.
- Ask the attendee to run through the Audio Setup Wizard. Make sure "Allow" is selected if prompted to provide Flash Player access to webcam and microphone.
- Verify the correct microphone is being recognized by the Flash Player. To do this, right clicking in the meeting window and select the Microphone Tab. Check that your microphone is selected in the drop down menu and the Record Volume is at an appropriate level.

*My video does appear when I share my camera.*

- Verify your webcam is properly connected. If you connected after entering the meeting room, exit and enter the room again.
- Verify the correct webcam is being recognized by the Flash Player. To do this, right clicking in the meeting window and select the Microphone Tab. Check that your microphone is selected in the drop down menu.
- Verify your webcam is not in use by another application such as Skype, iChat, AIM, Yahoo! Messenger, etc.