

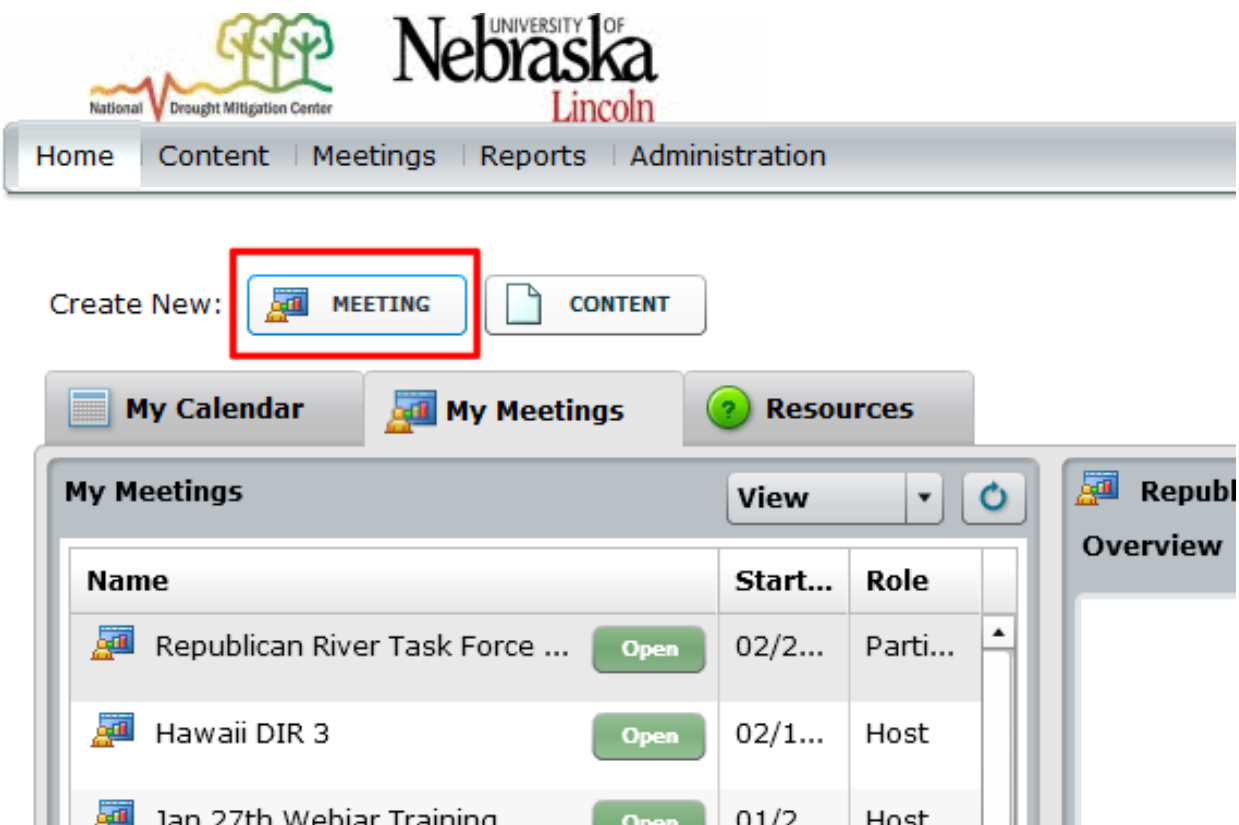
Adobe Connect Webinar Software – Host

This document is designed to cover the basic steps involved in setting up and hosting a meeting using Adobe Connect.

Creating a New Meeting

In order to create a new meeting, follow the steps shown below.

- 1.) Log into the Adobe Connect website at this location: <http://ndmc.adobeconnect.com>
- 2.) At the top left, click on the button that says “Meeting” next to “Create New:”



The screenshot shows the Adobe Connect website interface. At the top, there are logos for the National Drought Mitigation Center and the University of Nebraska Lincoln. Below the logos is a navigation bar with links for Home, Content, Meetings, Reports, and Administration. The 'Meetings' link is highlighted. Below the navigation bar, there is a 'Create New:' section with two buttons: 'MEETING' (highlighted with a red box) and 'CONTENT'. Below this, there are three tabs: 'My Calendar', 'My Meetings', and 'Resources'. The 'My Meetings' tab is active, showing a table of meetings. The table has columns for Name, Start..., and Role. The table contains three rows of meeting information.

Name	Start...	Role
Republican River Task Force ...	02/2...	Parti...
Hawaii DIR 3	02/1...	Host
Jan 27th Webiar Training	01/2...	Host

- 3.) Enter the Meeting Information into the appropriate fields. The meeting must have a name and a language (English is selected by default).
 - a. You can also create a custom URL and add a meeting description. If you do not create a custom URL, one will be randomly assigned.
 - b. Select the appropriate start time, and the duration of the meeting.
 - c. Select the access level for your meeting room. The default allows all users, but users not registered with Adobe Connect will only be admitted to the room upon approval of the host

Meeting Information

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://ndmc.adobeconnect.com/product-demo/)

Summary:
(max length=4000 characters)

Start Time:

Duration: hours:minutes

Select Template:

Language: *

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

- 4.) Select an audio option. If you need to use dial in audio over the phone, select the highlighted setting, and make sure that "PGI" is the audio provider. (Note: In order to use dial in audio over the phone, you will need to provide a cost object number. However, Voice Over IP is free, and should work for most webinars.)

Audio Conference Settings

Do not include any audio conference with this meeting.

Include this audio conference with this meeting:
(Please note that audio conference setting changes would be effective for new meeting sessions only.)

Include other audio conference with this meeting.

Conference Number(s):

Moderator Code:

Participant Code:

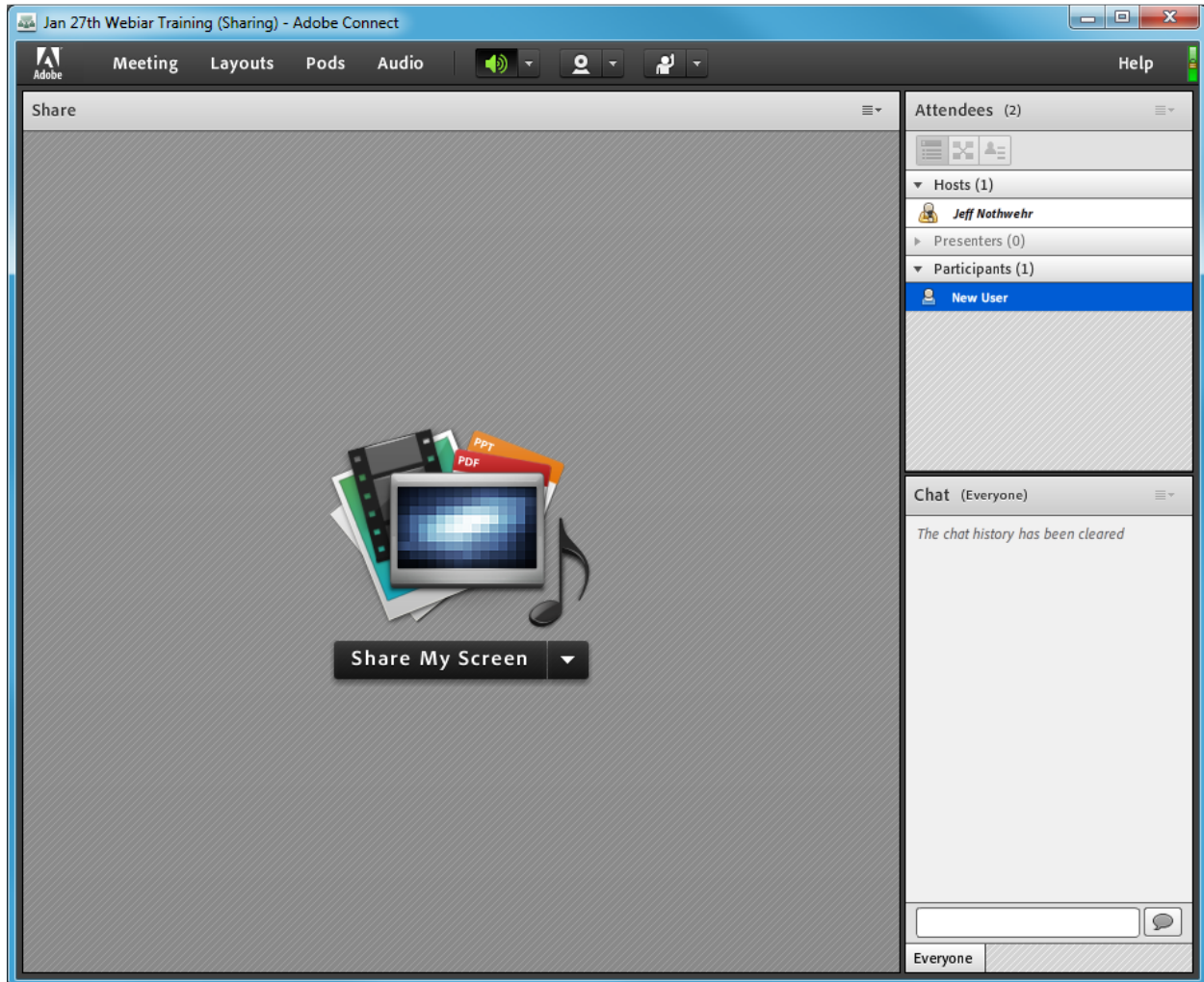
Update information for any items linked to this item.

*- indicates required fields

- 5.) There are more options for adding registered users, but this is typically not necessary. At this point it is ok to hit the "Finish" button to finalize the meeting.

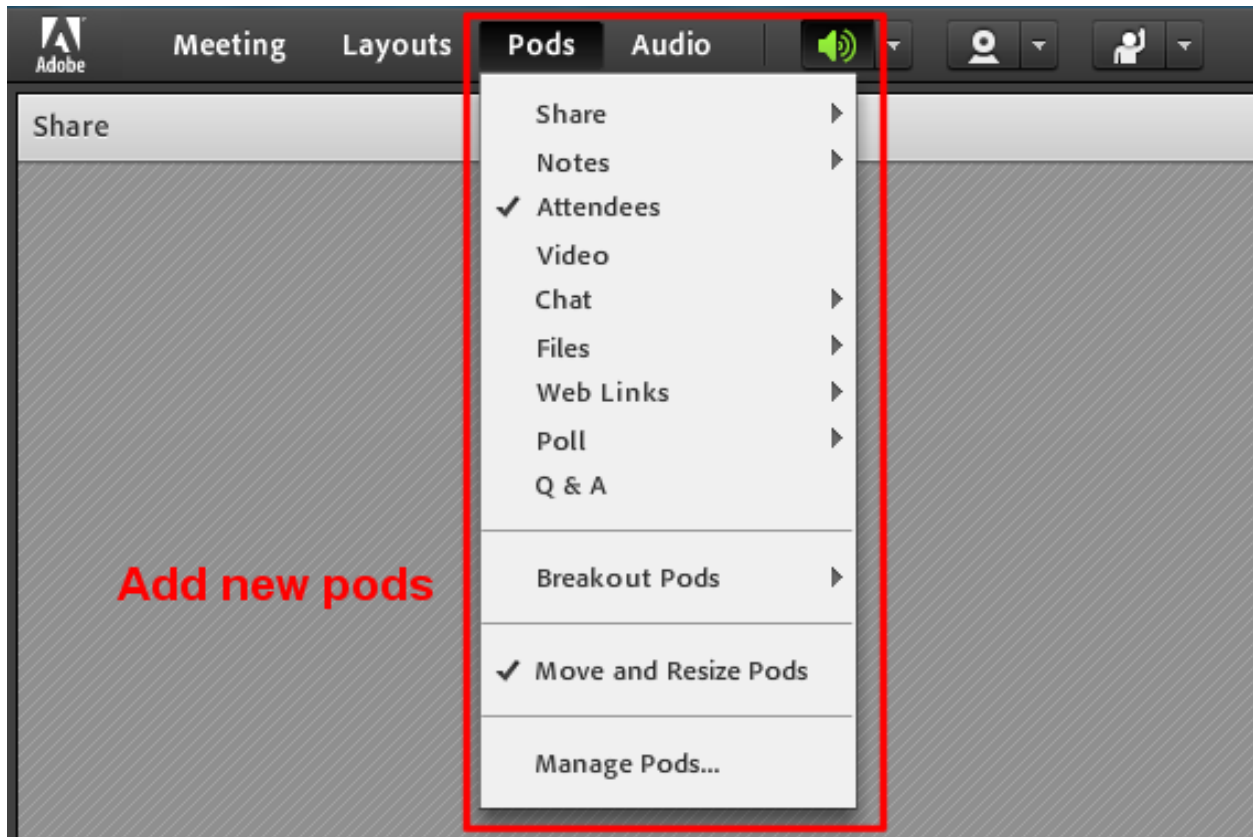
Meeting Host Options

The host has the capability to change several settings within the meeting room itself. These can be done before or even during the meeting. This is a brief overview of some of the basic host functions. Below is the basic layout of a meeting room as seen by the meeting host.



Create New Pods

The host has the ability to add new pods to the meeting room. A pod contains some module such as a chat box, or poll question. In order to add a new pod, select the Pods menu, and choose a pod from the list.



Start Meeting Audio

The host is responsible for starting the audio for the meeting. This is done by selecting the Audio menu, and clicking Start Meeting Audio. At this point a new window will open with a prompt to choose Using Computers and Using Phone. If you did not set up an audio provider when you created the meeting room, you will only be able to select Using Computers. Note, that you have the option to use both.



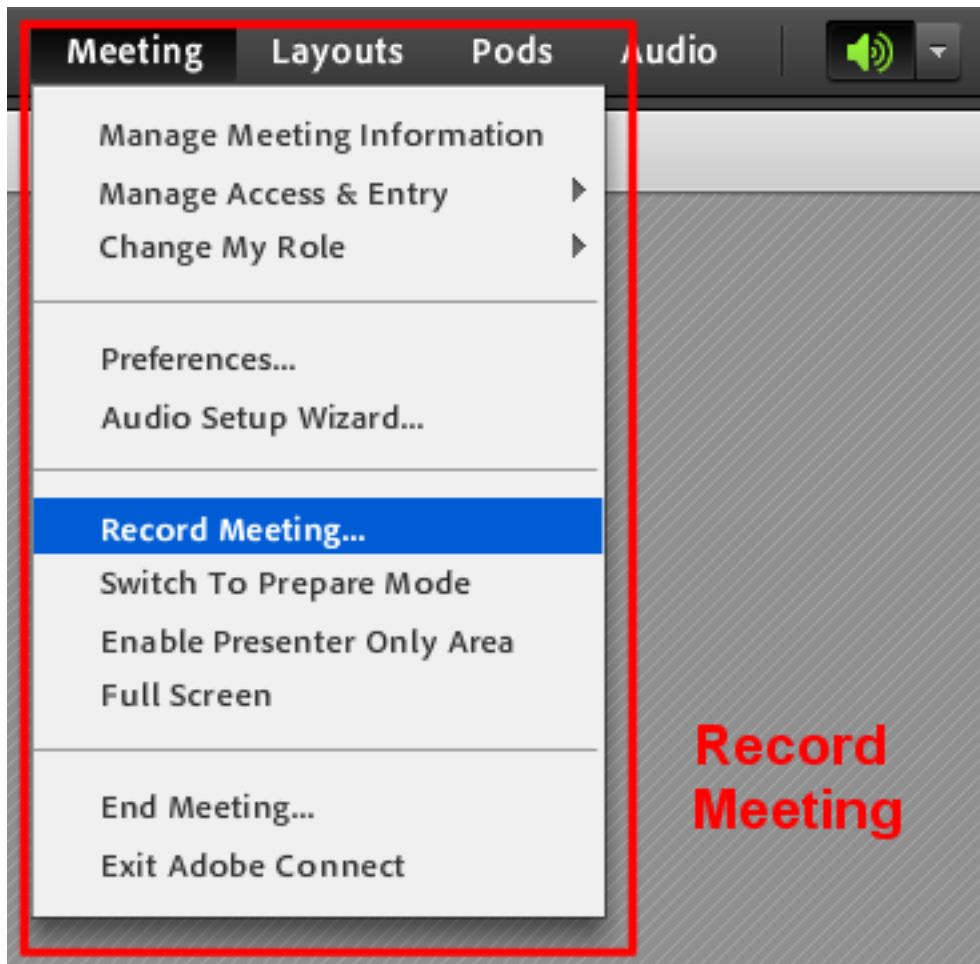
Enable the Microphone

In order to be able to speak to the meeting participants, you will need to enable the microphone. This is done by clicking on the microphone button at the top of the screen and selecting Enable Microphone. At this point your microphone will be enabled and you will be able to talk to the meeting participants. This menu also contains an option to mute your microphone.

[Insert image of microphone menu]

Recording the Meeting

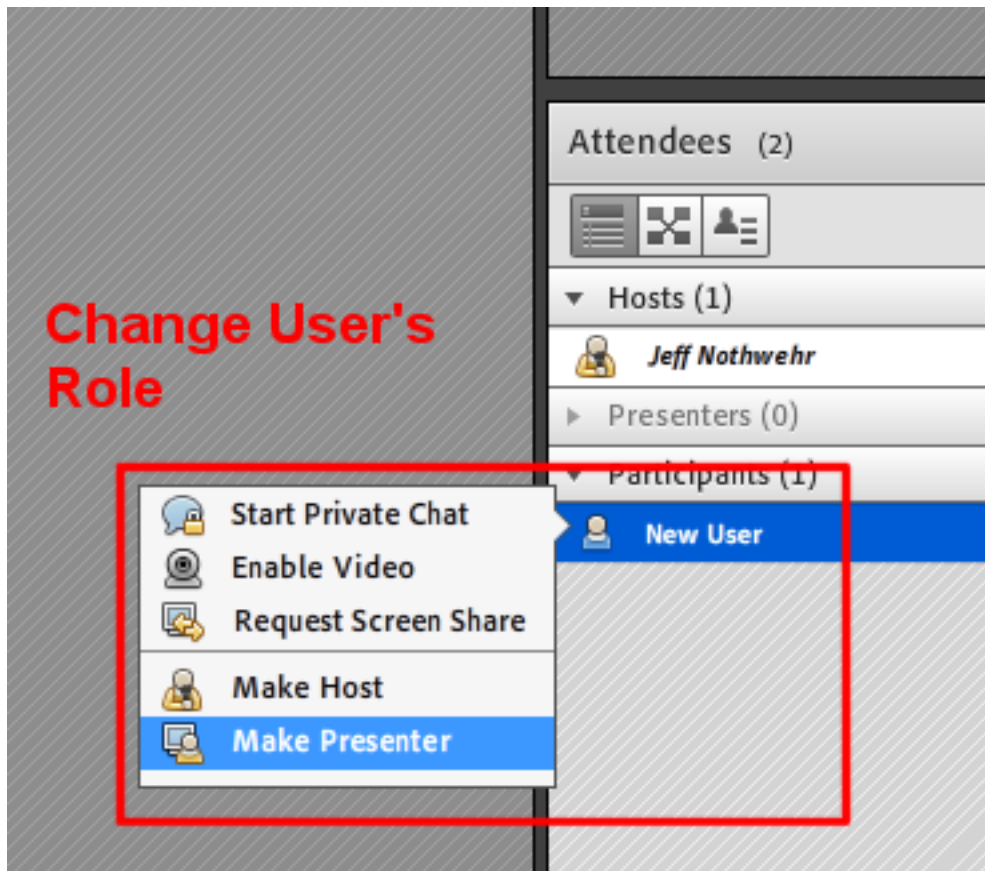
The host has the ability to record the meeting. This is done by clicking on the Meeting menu and selecting Record Meeting. Also, once the recording has been turned off, it can be reactivated making it possible to record several separate sessions during one meeting (NOTE: Only one recording can be created at a time).



Change User Role

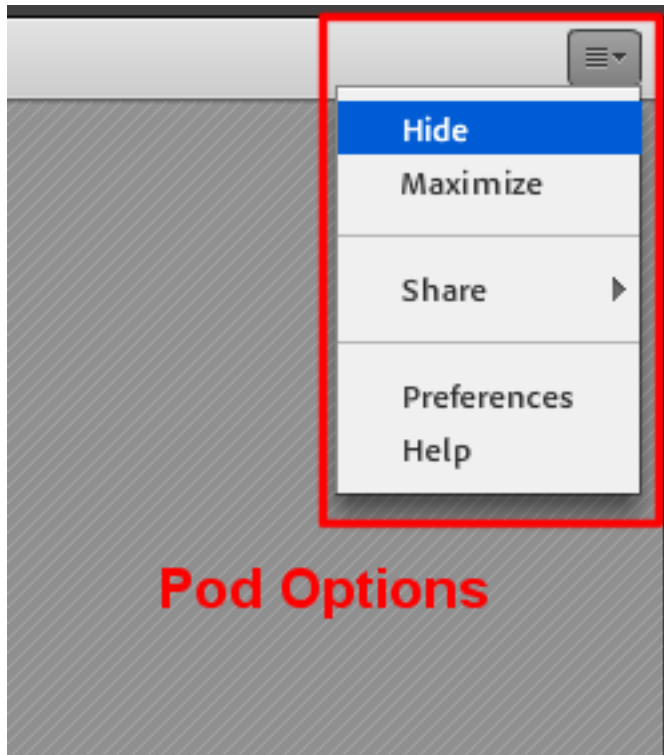
A host can change the role of another user (from participant to presenter, etc). In order to do this, left-click on the name of the user in the Attendees pod, and then select the new role for the user.

Change User's Role



Pod Options

You can see the options available for each pod by clicking on the icon in the upper right corner of each pod. This also provides you with the option to hide the pod from view.



Sharing Options (Screen, Document, etc.)

Share pods give you the ability to share documents, such as presentations or you also have the option to share the screen of your computer. This is especially useful for conducting live demonstrations. To share something, you can use the menu in the middle of the pod. Click on the appropriate selection in the menu and follow the prompts.



Share something in this pod.