USER GUIDE

Adobe Connect

Host Quick Start Guide

This guide provides instructions to Meeting Hosts on how to:

- Integrate your Reservationless-Plus® audio conferencing and Adobe Connect accounts

- Create an Adobe® Connect™ meeting with audio conference controls

- Host an Adobe Connect meeting with audio conference controls

- Share content within your meeting
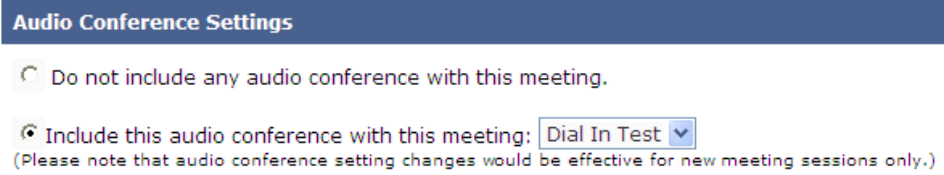
- Record your meeting

Creating an audio profile

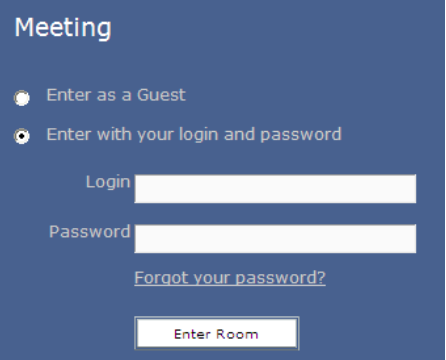**Note:** Keep your Welcome Email or Welcome Packet handy to create a new audio profile.

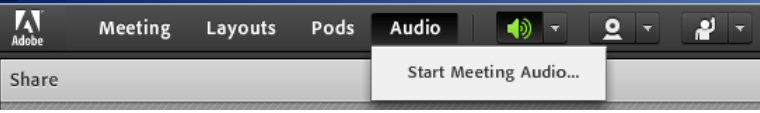| STEP	ACTION
1	Navigate to the Adobe Connect url in your web browser
2	Log in with your Adobe Connect username and password. If you don't know your password, click the **Forgot your password?** link.
3	At the Adobe Connect Central home page, click **My Profile** and then **My Audio Profile** from the sub-menu
2	Click **New Profile**.
3	Select **The Conferencing Center** in the **Provider** drop-down menu and enter R**eservationless-Plus** in the **Profile** field. My Profile	Edit My Preferences	My Audio Profiles	My Audio Providers	Group Memberships	Organization New Audio Profile Enter Profile Information Provider: * The Conferencing Center Profile Name: * Reservationless-Plus Conference Code: * 123456 Leader Pin: * 0101 **Note:** You can enter any Profile name you choose. It is not limited to just *Reservationless-Plus*.
4	Enter your **Conference Code** and **Leader PIN** as shown on your welcome email or welcome packet.
5	Click **Save**. Your audio profile will populate with your conference number.

Creating a Meeting

Note: Meeting instances are persistent and always available for future instances regardless of time. Bookmark this URL for easy access to future meetings.

STEP	ACTION
1	At the Adobe Connect Central home page. Click the **Create New Meeting** button to begin the Meeting Wizard.
2	Enter a meeting name and an easy to remember custom URL such as your first name or username.
3	Select the audio conferencing profile that you had created from the drop down.
4	Optionally, fill in the additional fields and click **Finish**. Your meeting room has been created.

Starting Your Meeting

STEP	ACTION
1	At the time of your meeting, enter by clicking on the meeting room URL on the confirmation page or by typing the URL you had created into your web browser.
2	With the **Enter with your login and password** radio button selected, enter your login, password, and select **Enter Room**.
3	If you have never hosted an Adobe Connect meeting before, you will be prompted to install the Adobe Connect Add-In. Click Install and follow the instructions.

Starting an Audio Conference In-meeting

STEP	ACTION
1	Navigate to the Meeting Information page for a specific meeting.
2	Click **Enter Meeting Room**.
3	From the **Audio** menu, select **Start Meeting Audio**.
4	The **Start Meeting Audio** dialog box appears. You can select how you want attendees to join the meeting's audio: • **Using Computers** (via VoIP) • **Using Phone** (via audio conferencing) It is recommended to enable **Using Phone** and select **Start.**
5	You and your participants will see the **Join Audio Conference** dialog box appear. If you select the **Dial-out** radio button, enter your telephone number as shown in the example (e.g. +Country Code-Area/City Code-Number) and click Join. Shortly thereafter, you will receive a phone call asking you to join the audio conference. Follow the audio prompts to join the conference. If you select **Dial-in to the Audio Conference via Phone**, then follow the instructions in the dialog box to join the audio conference.

Sharing Content

STEP	ACTION
1	If you would like to Share Applications (i.e. desktop), go to step 1a. If you would like to Upload Content (i.e. PowerPoint), go to step 1b.

1a.	In the **Start Screen Sharing** dialog, choose how you would like to share your screen:
	
	    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.
	
	After selecting your desired option, click ***Share.***

	An icon appears in your system tray (Windows) or your toolbar (Mac & Linux) while you are sharing your screen. Click on this icon to view a menu where you can stop sharing or access other available options.
1b.	Click the right arrow beside ***Share My Screen*** and select ***Share Document.***

	Click **Browse My Computer** to select a file from your system. In the browse dialog, locate the PowerPoint (PPT or PPTX) presentation you would like to share and click **Open**. The file is automatically uploaded and converted.
	Once the file has been converted, it will appear in the Share pod. Use the **Next** and **Previous** controls to navigate through your presentation.

Record a Meeting

STEP	ACTION
1	From the menu bar, select **Meeting** and then **Record Meeting**.
2	In the **Record Meeting** dialog box, enter a name and summary for the meeting recording. **Note:** A recording icon (red circle) appears in the menu bar to indicate that the meeting is being recorded. If a problem occurs during the recording, an error message appears in the upper right corner of the window. You can try to reconnect to the conference audio, record the meeting without audio, or stop recording the meeting.