ADOBE CONNECT: Getting Started - Hosts

Adobe Connect is a web conference program for web meetings, eLearning activities, and webinars. It is used at S&T to host the Chemistry 1 online section. It is also used for instructors who want to engage in other online learning activities for smaller sections of students.

Meetings within an Adobe Connect room involve three different roles: Host, Presenter, and Participant (either registered or guest).

**Hosts** – Set up a meeting (with help from IT), invite guests, add content, and edit layouts of a meeting room. They can also promote other participants to the role of host or presenter and give enhanced permissions to room participants. Hosts have the greatest amount of control over the permissions of a room (outside of an Adobe Connect administrator).

**Presenters** – Share content that has already been loaded into the room. They can also share content from their local computer or network file storage space. They can share their screen with all attendees, chat, and broadcast live audio and video.

**Participants** – These are the general attendees within an Adobe Connect meeting room. Participants can be Registered to attend the meeting room, or simply Guests. Registered attendees will need a userid and password to attend the meeting room and this is usually provided by the Host when the room is created. Guests, on the other hand, can simply enter the room by typing in their name (or preferred monicker) and selecting the “Guest” option on the login screen.

**NOTE:** Most Adobe Connect meeting rooms created at Missouri S&T only require Guest access and are therefore available to anyone who knows the URL for the meeting room.

The following information will be useful to anyone who wishes to Host an Adobe Connect meeting room.

**REQUESTING A ROOM**

Before you can Host a room, a room must first be created for your needs. Due to licensing issues, Missouri S&T does NOT have unlimited capability to create rooms, so it may be more feasible to repurpose an existing room for your needs.

To request a room, please submit a Help Request at [http://help.mst.edu](http://help.mst.edu) or contact the Help Desk at (573) 341-HELP [4357].

Once a room has been created, it will have a URL similar to the following:


Where `<roomname>` is the actual name of the room (e.g. “joeminer”). Rooms can be assigned based on an individual (for example, if the room will be used for an instructor's office hours) or by a course (for example, Chemistry 1 uses a Seminar, which is a different type of meeting room).

In addition to the room, you will also be given an initial userid and password that will give you Host access to the meeting room.
SETTING UP AUDIO AND VIDEO

To make the most of the audio and video capabilities, it is necessary to select your audio and video devices for the Adobe Connect room. For instance, if you use a webcam, then you will want to enable that webcam (and its associated microphone, if using the webcam for audio).

**NOTE:** You only need to go through the steps below the first time you enter the Adobe Connect room from any given machine.

1. Click the **Meeting** tab.
2. Select **Audio Setup Wizard**. This will run you through the steps necessary to enable and configure your microphone and speakers.
3. Click **Next**.
4. Click **Play Sound** to hear a sound (assuming you have speakers connected). Adjust the volume of the speakers/headset until you can hear the sound at a reasonable level for your current environment (e.g. a conference room or classroom).
5. Click **Next**.
6. Select a recording device from the drop-down menu and click **Next**.
7. Click the **Record** button and begin speaking at a level that is appropriate for your current environment. You may need to speak louder depending on how far away you will be from the microphone.
8. Click **Stop** to stop recording your voice. Click **Play Recording** to hear it played back to you.
9. Click **Next** when finished with this step.
10. Click **Test Silence**.
11. Click **Next**.
12. Click **Finish**.

Now you can click on the microphone icon at the top of the screen to activate your microphone. Clicking it again will mute the microphone.

You can also activate your webcam by clicking the video icon at the top of the screen.

**NOTE:** You will have to click Start Sharing at the bottom of the webcam preview window before you will actually share your webcam with attendees.
DESKTOP AND APPLICATION WINDOW SHARING

It is possible to share application windows on your computer with attendees as well as the entire desktop. For instance, if you want to share an Excel file, you can just share the Excel application and not the entire desktop. However, if you have several different applications that you want to share (e.g. a PowerPoint presentation, an Excel file, a web page, etc.), then you can share the entire desktop and switch between application windows as needed.

To share the desktop or application windows, you will need to make sure the Adobe Connect layout is set to Sharing. This is the default layout, but if Adobe Connect is NOT in Sharing mode, here is how to get back:

1. Click the Layout tab at the top of the Adobe Connect window.
2. Select the Sharing option.

ADDITIONAL HELP RESOURCES

Adobe maintains an extensive library of online help resources for Adobe Connect:

- How To Topics for Hosts and Presenters
- Connect Basics (Getting Started with Adobe Connect)
- Keyboard Shortcuts
- Troubleshooting
- Downloads
- Connect User Community