


Adobe Connect Rooms

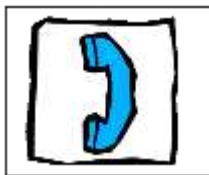
Best Practices:

- All times given for meetings are in EST.
- Call early (5-10 minutes prior to the start of the session).
- Use a phone headset (not computer).
- **Do not use a speaker phone.**
- Check the battery in your phone.
- Test your computer.
- If you have Skype installed, quit Skype prior to entering the room.
- Enter the room as a guest.
- Sign into the room with your full name.
- During the preview prior to sharing your camera, check the lighting and background to ensure you are visible.
- **Mute your computer.** When muted, the speaker icon will appear white. 
- Do not move items in the room or make any changes. Remember you are a guest in the room.
- Use the Raise Your Hand feature.
- Be professional.
- Note: **You cannot share presentations with embedded audio or video.**

If you need assistance, please contact the Help Desk.

How to Access the Adobe Rooms

When attending an adobe room, you will view the room utilizing your computer and use a phone for the audio.



The phone number for all Audio Conferences (called OpenVoice) is 866-9511151. Then enter your room number and the # sign.

For quick access to your Adobe rooms, visit the Virtual Campus on CampusWeb at this link: [Adobe Connect Virtual Campus](#)



Locate the portlet with your program name, and click the room name.

OR

From CampusWeb, go to [CTL > Instructional Tools > Adobe Connect Virtual Campus](#).

OR

All Adobe Connect video meeting rooms use the format:

<http://tui.adobeconnect.com/roomname>

(where you'll replace “roomname” with the one for your meeting).

Click to Enter as a Guest, type your full name and click the Enter Room button.

Enter as a Guest

Name

Enter Room

Your attendee status

Your attendee status determines the privileges you have in the meeting and the icons you see on the toolbar. The instructor can always enable tools for participants. Your status is either:

- Presenter
- Participant

Your Toolbar

Presenter Toolbar



Do not touch meeting menu	Computer Speaker green: on, white: muted. You can mute your speakers using this icon, or by using your computer controls.	Microphone or phone icon – depends on meeting settings. Enabled by default for presenters.	Camera – Click to start camera. Green is active, white is off. Enabled by default for presenters.	Set Status – Click for options includes raised hand.
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Participant Toolbar

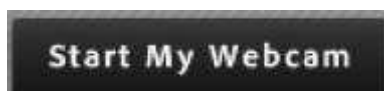


Do not touch meeting menu	Computer Speaker – green: on, white: muted. You can mute your speakers using this icon, or by using your computer controls.	Telephone option only; microphone use must be enabled by host	No camera icon by default , must be enabled by host	Set Status – Click for options includes raised hand.
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If the icon is green, it is on. If the icon is white, it is off. The dropdown arrows provide additional options, so such as selecting devices or adjusting volume levels.

Using the Webcam

The instructor/host must open a video pod. If there is a video pod, click Start My Webcam:



If prompted; click Allow:



The camera will give you a preview:

Click **Start Sharing**



Pause Feature

To pause the camera image, hover your mouse in the lower left hand corner of your image. A pause button will appear. Click the button and a still image of you will be displayed.



To change the camera from pause to play press the play button in the center of the screen.

Muting Your Computer:

To mute your computer:



Look for the speaker icon in the toolbar.

You may need to click the up arrow to display hidden icons.

Click on the icon

Click on the Speaker image under the volume indicator.



When muted, the speaker icon will appear with a red mark.



If you need to watch video outside of the adobe room for a class you will need to un-mute your computer to hear the audio and then put your computer back on mute in the adobe room.

Features

- Chat - Use this pod to type a message to the group.

- Share Rights - You can share your desktop, specific windows, PowerPoints and PDFs. Do not share anything without your instructor's permission.
- Attendee List -Displays the names of people in the room

Share my Screen

In an adobe room, you have the option to either share a document or your screen.

To share a PDF or PowerPoint:

Note: You cannot share presentations with embedded audio or video.

Your document should be uploaded to the adobe room in advance for this option.

Click the Share My Screen drop down arrow:

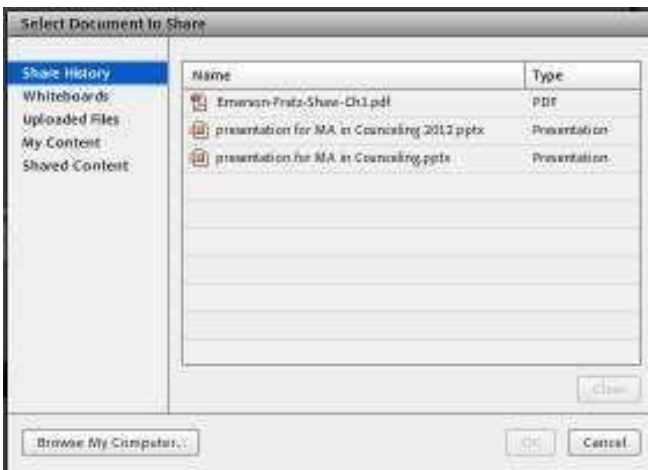


Click on **Share Document**.



The following window will open:

Click on the Browse My Computer...

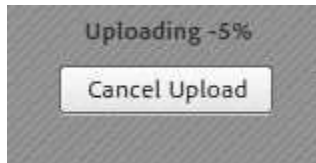


Select the file to upload and click open.



You can also drag and drop the file onto the Share My Screen window.

The system may take a moment to load your presentation.



Once it is uploaded you will automatically be sharing your document.

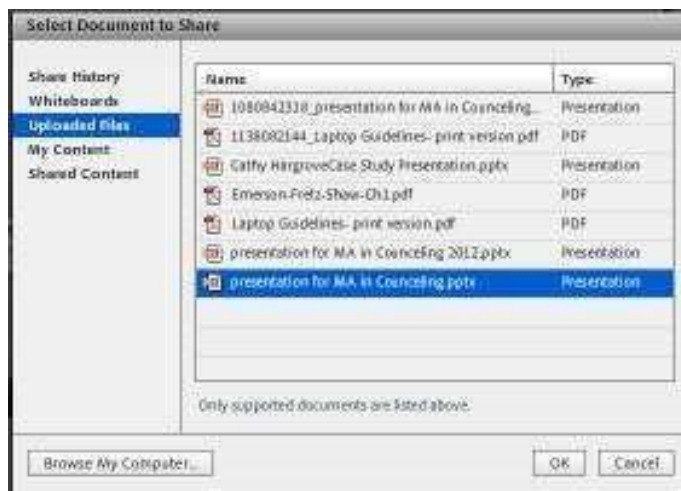
You may practice if you are uploading it prior to the session, or simply close the adobe room.

After the presentation is uploaded, when you are ready to share it, click the arrow for Share My Screen.

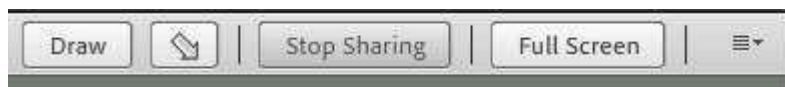
Click Share Document

Go to Uploaded Files

Click on the name of the presentation and click OK.



When you are sharing your presentation after it is uploaded, you will see a Stop Sharing button in the upper right side of the screen above your presentation.



Use the arrows at the bottom left side of the screen to navigate through your presentation:



If you need assistance uploading documents, please plan to coordinate with your faculty or the help desk in advance.

Share My Screen

If your presentation is not a pdf, or PowerPoint or it was not uploaded in advance, you can share your screen. Your instructor must first add a share pod.

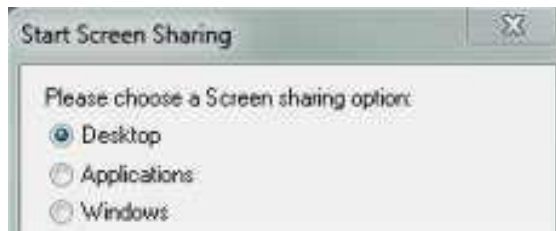
To share your screen, click the drop down arrow for **Share My Screen**



Choose Share My Screen



The following window will open:

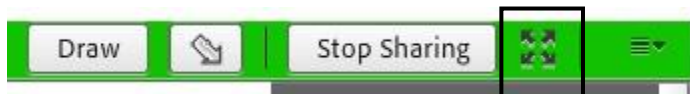


Select Desktop.

Note: You cannot share embedded audio or video.

Full screen view

You may view a pod in full screen mode. If you see the double-headed, crossed arrows icon, you may activate full screen mode. This will only affect your personal view. Click it again to turn off full screen mode. Otherwise, do not move or resize the pods.



Using Adobe Connect When Skype is Installed

If you have Skype installed and are trying to join an Adobe Connect room, you will need to quit Skype prior to entering the room.

The default installation settings for Skype will have it automatically run when you log into your computer. Therefore, you will need to click on the Skype icon in the tray and select quit prior to going to your adobe room.