

## A quick guide to Adobe Connect

Adobe Connect is a virtual meeting tool used mainly to display documents and agendas, stream audio and type in the chat during a conference. This handout will tell you a bit about the features and how to operate them.

### Log in

- Follow the link to the room (usually distributed with call dial in details)
- Type your full name in the Guest option (top option on the page)
- Enter the room

*Tip: If you are a frequent user of a certain Adobe room it might be a good idea to bookmark this page for quick access.*

### PARTICIPANT

If you are not presenting any documents at the meeting you will be a *participant*.

### Chat

- Chat with everyone – type in your text in the chat and it will be seen by everyone
- Private chats – mark the name of the participant you want to address and an option will appear to start a private chat. You have to switch tabs again to address everyone.
- The chat can be used as a tool for logistic information or for parallel discussions on a specific subject
- The chat can be saved as a transcript by the meeting host and emailed to any participant who is interested.

### Hand-raising

Most chairs of working groups that use Adobe Connect prefer to use the hand-raising tool as a way to create a speaker's list during the meeting.

- You can raise your hand using the drop-down menu on top of the page (with a picture of a person raising his hand).
- You will be placed in a queue and the chair will give you the floor when it's your turn to speak.

**Tip:** Remember to manually take down your hand when you have finished talking, otherwise the chair will not be sure whether you want to speak again or if you just left your hand up.

### Agree/disagree

- In the same drop-down menu where you can find the hand-raising tool, you can also find **agree** and **disagree** buttons. These can be used when you just want to display your view in a discussion without the need of speaking.

**Tip:** When you are done displaying your view you will need to clear your status, you can find this option in the same drop-down menu as the agree and disagree buttons.

### Scroll-control

- If the group prefers to scroll through the presented documents themselves (and not just watch the presenter scrolling), a **scroll-control** feature can be activated to allow this. When scroll-control is activated you can browse through the uploaded document without it affecting anybody else's screen.

### Audio

- It is now possible to actively participate in a meeting through the Adobe room only (not using a telephone).
- To connect your audio click on the telephone symbol in the top bar and chose the option "connect my audio". After following the instructions you should be able to speak through your computer microphone and be heard in the conference telephone bridge.

**Tip:** The audio is only set up on request, so if you wish to use this feature for a specific room, please let the ccNSO Secretariat know well in advance of the meeting.

### PRESENTER

- To be able to share a document in the Adobe Room you will need to make sure you have been upgraded to Presenter status.
- To upload a document from your computer or a USB stick, you go to the drop-down menu in the middle of the page called "Share my screen". In the menu, chose the option that suits you best.
- If a document is already displayed on the screen, you will have to click on "stop sharing" on top of the displayed document before uploading something new.

**Tip:** The option “Share Document” works well for PDF and PPT files. If you are showing something animated or a file of a rare format the best option would be “Share My Screen”. When you share your screen the participants will see a mirror of your computer screen.

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