



# Adobe **Connect** 7





# Connect **Course Outline**

- **What can you do with Connect?**
- Viewing a meeting
- Creating a meeting
- Presenting a meeting



# Connect Course Outline

- What can you do with Connect?
  - Share documents and your desktop with others
  - Use teleconferencing or Voice Over IP (VoIP)
  - Include video
  - Other Features



# Connect Use Cases

- How are others using Connect?
  - Interactive live or recorded webinars
  - Grant review meetings
  - Telework meetings
  - Video interviews
  - Tech support and demos
  - Much, much more

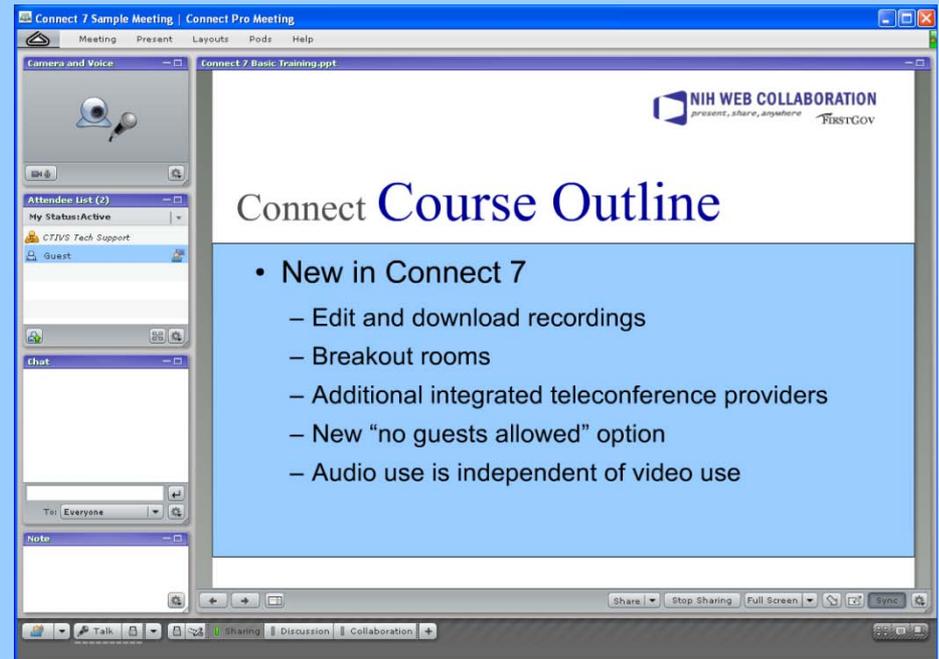


# Connect **New Features**

- New in Connect 7
  - Edit and download recordings
  - Breakout rooms
  - Additional integrated teleconference providers
  - New “no guests allowed” option
  - Audio use is independent of video use

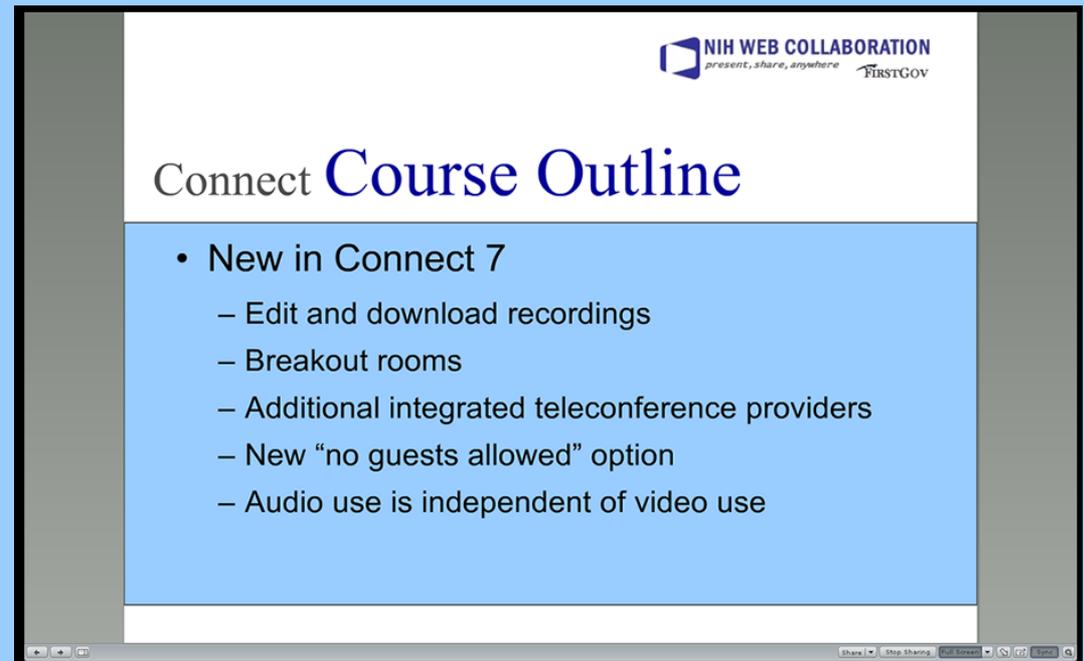
# Connect Document Sharing

- Show PowerPoint presentations.
- Presenters can use a pointer.
- Presenters can use white boarding tools.



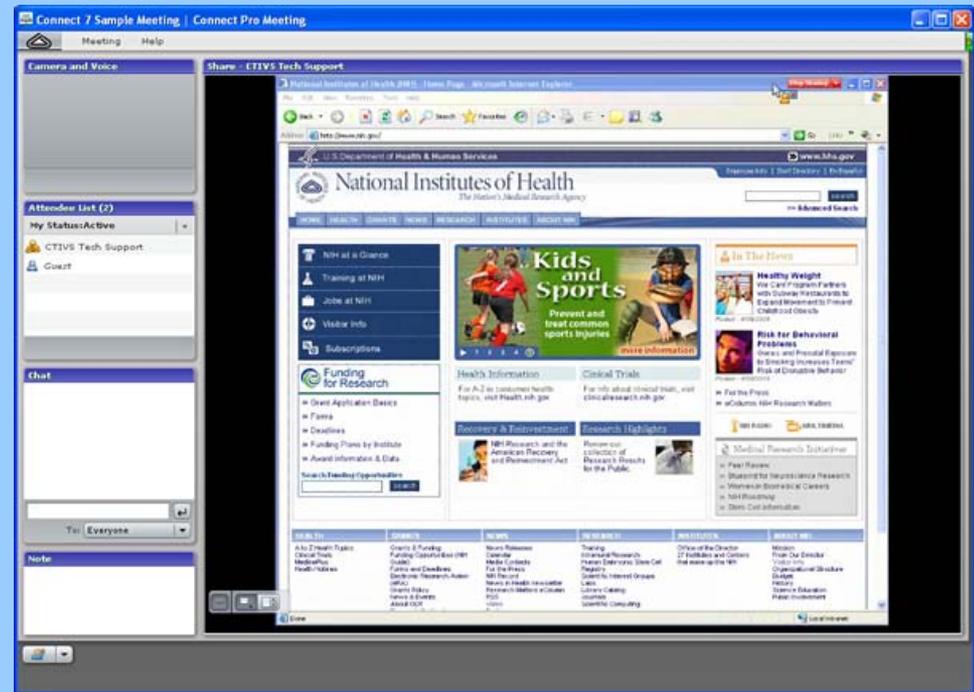
# Connect Document Sharing

- You can also make the presentation full screen
- You can share
  - PowerPoint
  - Flash
  - JPEG pictures
  - and MP3 files



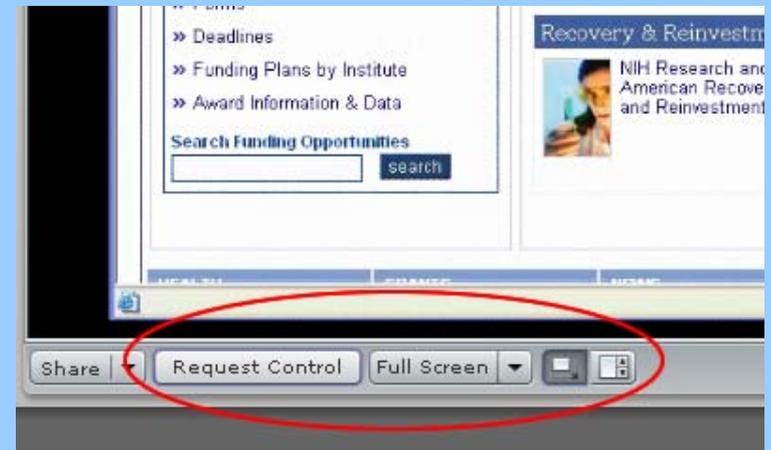
# Connect Desktop Sharing

- A presenter can share the content on his/her desktop.
- Other presenters can also interact with a presenter's desktop.



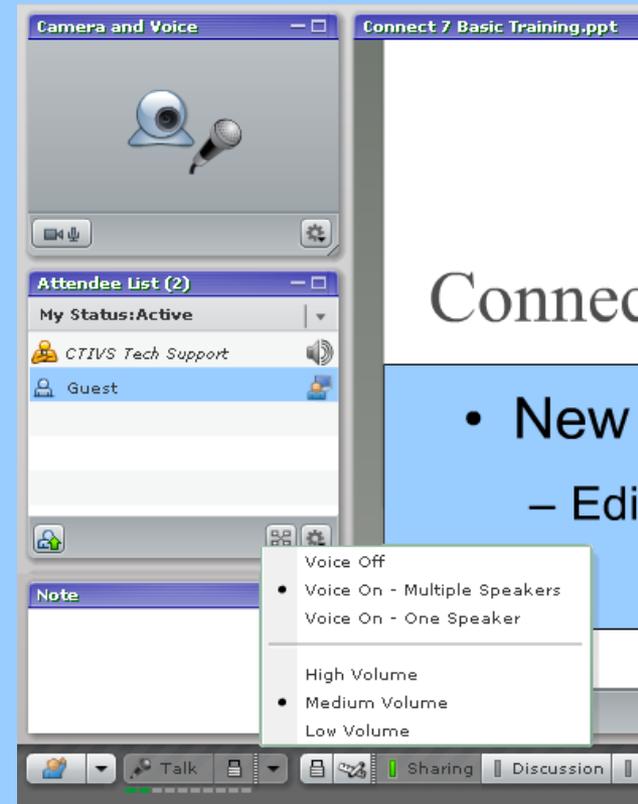
# Connect Desktop Sharing

- Users can set their view to either scaling mode or scrolling mode
- Scaling mode will squish the presenter's screen into the pod area
- Scrolling mode will crop the screen, and only show the area around the presenter's mouse



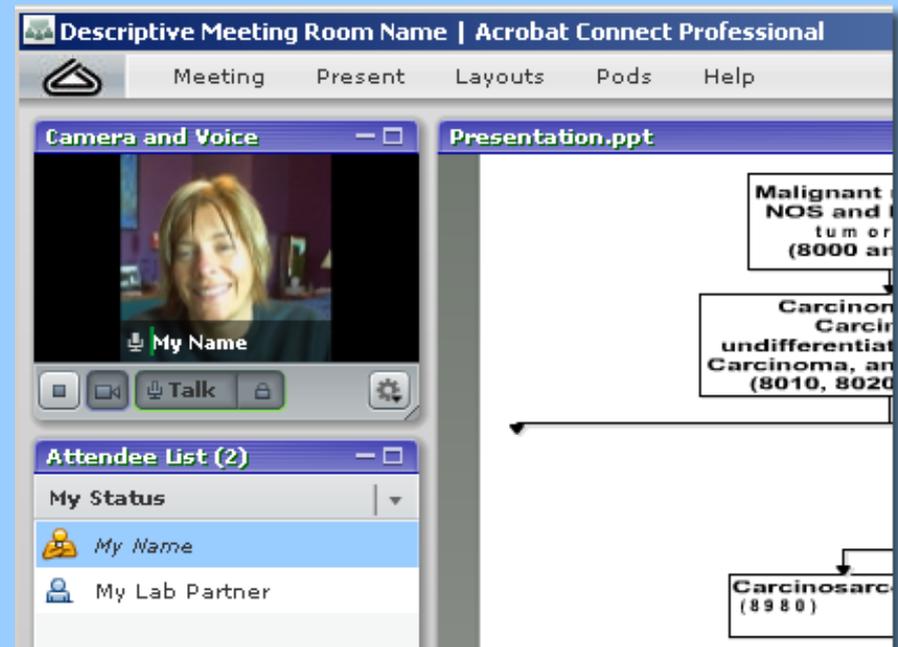
# Connect Audio Conferences

- Connect can use VoIP for two-way communication
- Connect also integrates with Premiere and MeetingOne teleconferencing



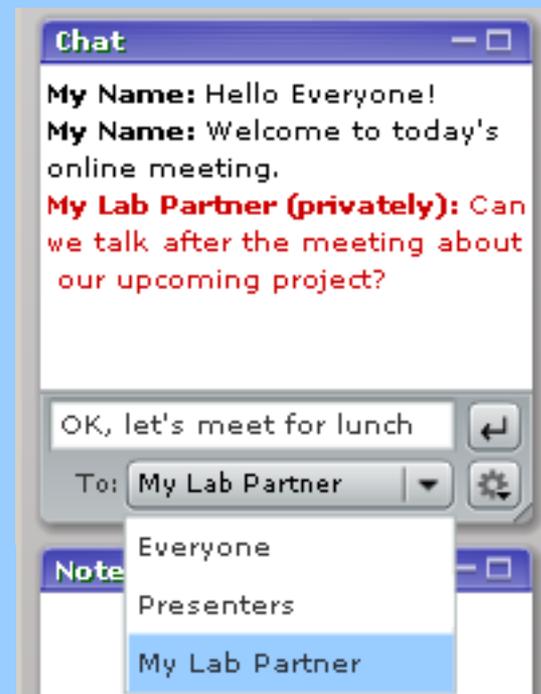
# Connect Video Conferences

- Connect can use any standard USB, firewire or internal webcam to broadcast your image.



# Connect Chat

- You can send a public chat for all to see
- You can also send a private chat to a specific person



# Connect Polling

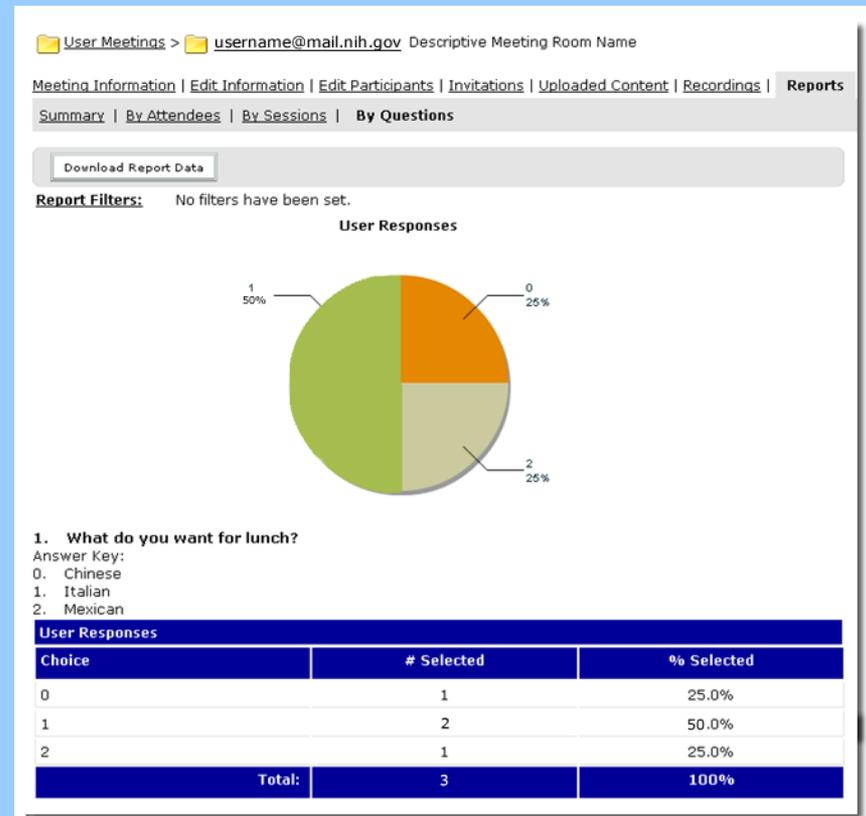
- Connect supports on-the-fly polling questions
- Question types are multiple choice and multiple answer
- The Host decides whether Participants are allowed to see Polling results

The image displays two screenshots of the Connect Polling interface. The top screenshot shows the question "What do you want for lunch?" with a "Multiple Choice" dropdown menu highlighted in red. The bottom screenshot shows the same question with a bar chart of results: Chinese (25%, 1 vote), Italian (50%, 2 votes), Mexican (25%, 1 vote), and a "Broadcast Results" checkbox checked and highlighted in red.

Answer	Percentage	Count
Chinese	25%	1
Italian	50%	2
Mexican	25%	1

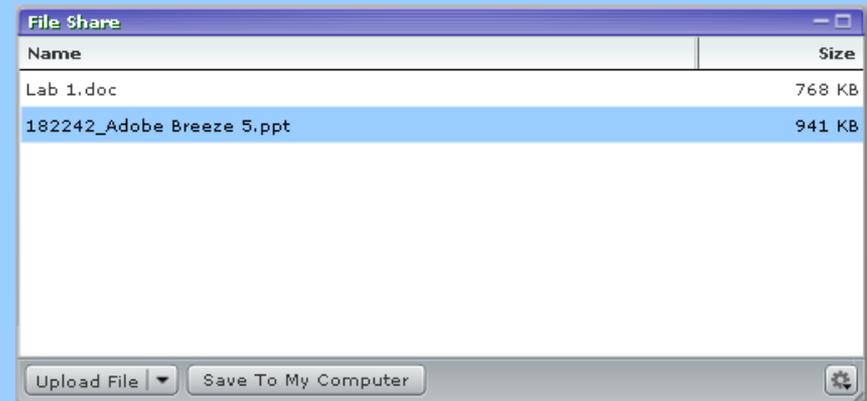
# Connect Polling

- Once you close the poll, you can view poll results



# Connect File Sharing

- Connect provides a file sharing pod for distributing content
- Files up to 100 MB may be uploaded and downloaded from this pod





# Connect **Course Outline**

- What can you do with Connect?
- **Viewing a meeting**
- Creating a meeting
- Presenting a meeting

# Connect Course Outline

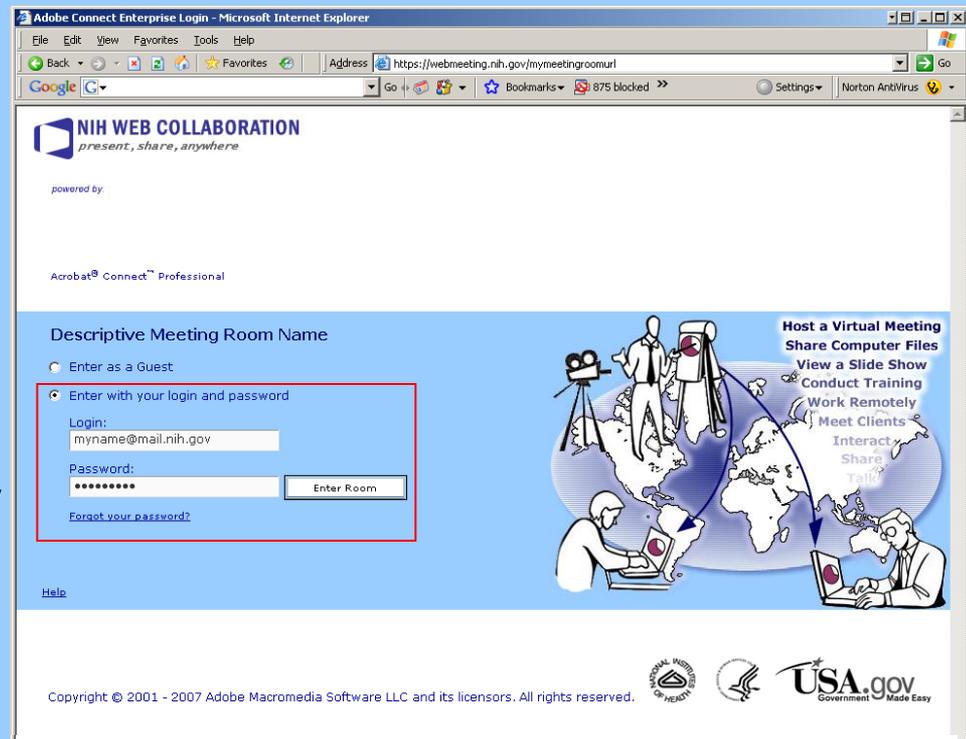
- **Viewing a meeting**
  - Requirements
  - Logging into a Connect meeting

# Connect **Viewing a Meeting**

- The only requirement is Adobe Flash Player, which is almost always present on the user's system (>98%). It is available free online.
- Once you obtain a link to a meeting, simply enter that link into a browser and the meeting login screen should launch.
- You do not need a Connect account to attend a meeting.

# Connect Viewing a Meeting

- If you have an NIH Connect account, click that option and enter your username and password.
- Otherwise, click Enter as a Guest and type your name.



# Connect **Course Outline**

- What can you do with Connect?
- Viewing a meeting
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- Presenting a meeting



# Connect **Course Outline**

- **Creating a meeting**
  1. Decide what type of audio to use
  2. Login to Connect
  3. Enter Meeting Information
  4. Select Participants & Permissions (optional)
  5. Invite Participants (optional)

# Connect Choose Audio

- Before you create a meeting, you should decide whether you are going to conduct the audio portion of the meeting via teleconference or Voice over IP (VoIP)
- Connect can conduct a two-way VoIP conference, or one speaker at a time.



# Connect VoIP Pros

- No extra cost
- Participants do not need a phone to hear the audio



# Connect VoIP Cons

- VoIP is not as reliable as telephone
- Participants' bandwidth may impact audio quality
- Latency may impact when audio reaches you
- Participants need a microphone to broadcast audio



# Connect VoIP Tips

- Best for one-to-many presentations, informal collaboration
- Ensure all users have the Connect Meeting Add-in installed for better VoIP quality (installation instructions later)
- Headphones/headsets strongly recommended for echo cancellation reasons



# Connect Teleconference Pros

- Reliable, bandwidth independent
- Easier to setup
- People without access to a computer can still attend



# Connect Teleconference Cons

- Requires additional fee  
(Premiere is 6 cents per minute per caller.  
Contact MeetingOne for fee information.)
- Participants need a phone to hear the meeting

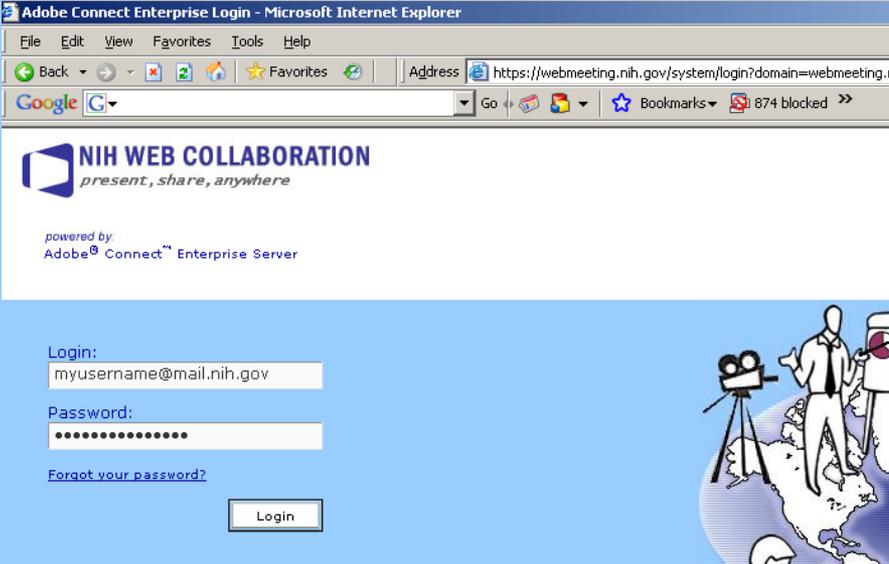


# Connect Teleconference Tips

- Teleconferencing is better for formal meetings when the added reliability of phone connections is important
- Better when numerous people will be talking

# Connect Login to Connect

- In order to create a meeting, you must log in to the Connect server using your Connect account information.
- If you do not have an account, contact the NIH IT Service Desk.
- All NIH users automatically have participant accounts.



Adobe Connect Enterprise Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Favorites Address <https://webmeeting.nih.gov/system/login?domain=webmeeting.r>

Google  Go  Bookmarks  874 blocked >>

 NIH WEB COLLABORATION  
*present, share, anywhere*

powered by:  
Adobe® Connect™ Enterprise Server

Login:

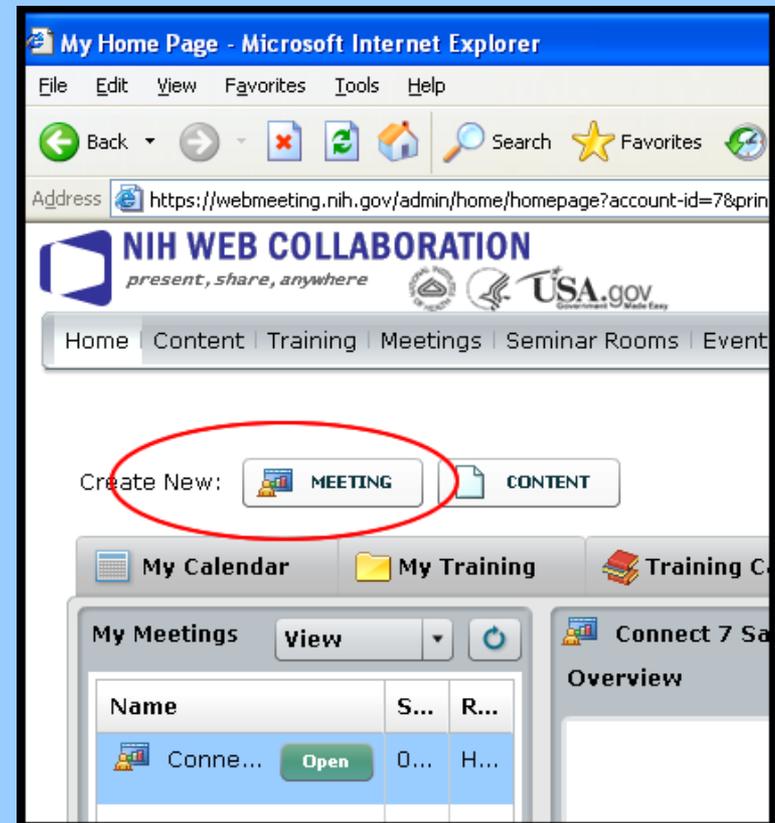
Password:

[Forgot your password?](#)



# Connect Create New Meeting

- When you login you will be taken to your Home page.
- Click Create New: Meeting



# Connect Enter Meeting Info

- Meeting Name is the only required field
- You can specify a URL, as long as it is not already in use.
- Start Time and Duration are optional. The meeting room does not expire.

Enter Meeting Information  
Enter Meeting Information > Select Participants > Send Invitations

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**Meeting Information**

Name: \*

Custom URL:

(Leave this field blank for a system-generated URL, or include a unique URL path. For example: https://webmeeting.nih.gov/productdemo/)

Summary:   
(max length=1000 characters)

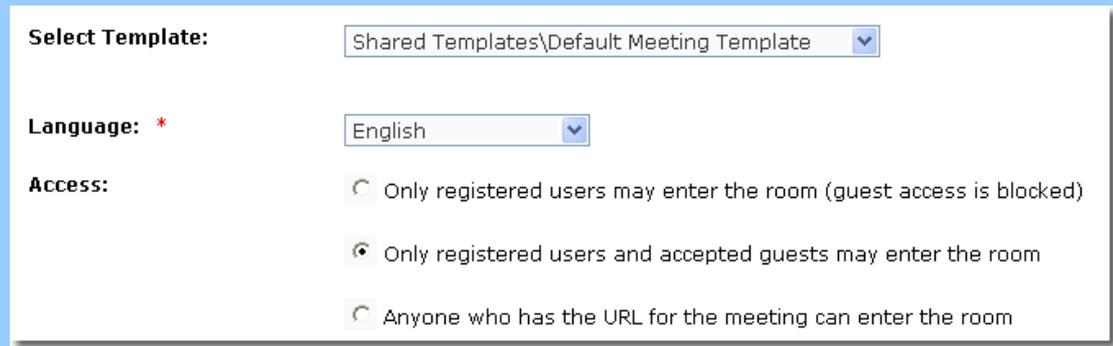
Start Time:

Duration:  hours:minutes

# Connect **Enter Meeting Info**

- Select a meeting template (optional).

- Create a custom template from any existing meeting room.



The screenshot shows a form with three sections: 'Select Template:' with a dropdown menu showing 'Shared Templates\Default Meeting Template'; 'Language: \*' with a dropdown menu showing 'English'; and 'Access:' with three radio button options: 'Only registered users may enter the room (guest access is blocked)', 'Only registered users and accepted guests may enter the room' (which is selected), and 'Anyone who has the URL for the meeting can enter the room'.

- Set the access levels:  
Allow all guests, confirm guests before they can enter, or no guests allowed.

# Connect **Enter Meeting Info**

- For VoIP or no audio select “Do not include any audio conference”
- To use an integrated teleconference, click “Include this audio Conference...” & select your provider from the pull-down menu.
- Or enter your account information for a non-integrated teleconference account.

### Audio Conference Settings

Do not include any audio conference with this meeting.

Include this audio conference with this meeting: Premiere NA ▾  
(Please note that audio conference settings cannot be changed while a meeting takes place.)

Include other audio conference with this meeting.

**Conference Number(s):**

**Moderator Code:**

**Participant Code:**

Update information for any items linked to this item.

# Connect **Select Participants**

- You may select which *registered* users will attend your meeting, and set their permission levels.
- As we will see, people without an account on the Connect server can also attend.

The screenshot shows the 'Select Participants' interface within the NIH Web Collaboration system. The page header includes the NIH Web Collaboration logo and the tagline 'present, share, anywhere', along with the USA.gov logo and the text 'FIRSTGOV'. Navigation links for 'My Profile', 'Help', and 'Logout: My Name' are visible in the top right corner.

The main heading is 'Select Participants', with a breadcrumb trail: 'Enter Meeting Information > Select Participants > Send Invitations'. Below this, there are two main sections:

- Available Users and Groups:** A list of users and groups with a search bar and an 'Add' button. The list includes:

Administrators	Administrators
Authors	Authors
Training Managers	Training Managers
Event Managers	Event Managers
Learners	Learners
Meeting Hosts	Meeting Hosts
Seminar Hosts	Seminar Hosts
AARRF08	AARRF08
AARRG15	AARRG15
Bradley	Bradley
Brannock Team Meeting	Brannock Team Meeting
Breeze Training Accounts	Breeze Training Accounts
- Current Participants For Descriptive Meeting Room Name:** A table with one row showing 'My Name' as the participant and 'Host Username@mail.nih.gov' as the role. Below this table are search and action buttons: 'Search', 'Permissions', and 'Remove'.

At the bottom of the interface, there are navigation buttons: 'Cancel', '< Previous', 'Next >', and 'Finish'.

# Connect **Permission Levels**

- **Participant:**  
can view a meeting and can chat
- **Presenter:**  
has full control over all pods, but cannot change the meeting room layout
- **Host:**  
has full control over meeting room

# Connect Send Invitations

- You can automatically send invitations to the registered users you selected to attend the meeting in the previous step.

The screenshot shows the 'Send Invitations' page in the NIH Web Collaboration system. The page header includes the NIH Web Collaboration logo and the tagline 'present, share, anywhere', along with the USA.gov logo and the text 'My Profile | Help | Logout: My Name'. The main heading is 'Send Invitations', with a breadcrumb trail: 'Enter Meeting Information > Select Participants > Send Invitations'. A descriptive paragraph states: 'This feature allows you to send invitations to your meeting invitees. These invitations include the URL, start time, end time and description of the meeting.' The form contains several sections: 'Send E-Mail Invitations:' with radio buttons for 'Send Invitations' and 'Do not send invitations' (the latter is selected); 'To:' with a dropdown menu set to 'All Hosts, Presenters and Participants'; 'Subject:' with a text input field containing 'Descriptive Meeting Room Name'; 'Attach Microsoft® Outlook™ calendar event (iCal) to e-mail message:' with a checked 'Yes' option; and 'Message Body:' with a text area containing a meeting invitation template. At the bottom, there are four buttons: 'Cancel', '< Previous', 'Next >', and 'Finish'.

NIH WEB COLLABORATION  
*present, share, anywhere* USA.gov

My Profile | Help | Logout: My Name

### Send Invitations

Enter Meeting Information > Select Participants > Send Invitations

This feature allows you to send invitations to your meeting invitees. These invitations include the URL, start time, end time and description of the meeting.

Send E-Mail Invitations:  Send Invitations  
 Do not send invitations

To: All Hosts, Presenters and Participants

Subject: Descriptive Meeting Room Name

Attach Microsoft® Outlook™ calendar event (iCal) to e-mail message:  Yes

Message Body: Please join me in an Adobe Acrobat Connect meeting.  
Meeting Name: Descriptive Meeting Room Name  
Summary: The summary is optional.  
Invited By My Name  
Username@mail.nih.gov  
When: {meeting-time}  
Time Zone: {time-zone}

Cancel < Previous Next > Finish

# Connect Manual Invitations

- Once you click finish, you will be taken to a confirmation screen.
- Simply give the URL listed here, to everyone you wish to invite. People without Connect accounts may attend as guests.

The screenshot shows the NIH Web Collaboration interface for a meeting room. The breadcrumb trail is: User Meetings > username@mail.nih.gov > Descriptive Meeting Room Name. The 'Meeting Information' section includes:

Name:	Descriptive Meeting Room Name
Summary:	The summary is optional.
Start Time:	03/20/2008 10:00 AM
Duration:	01:00:00
URL:	<a href="https://webmeeting.nih.gov/mymeetingroomurl/">https://webmeeting.nih.gov/mymeetingroomurl/</a>
Number of users in room:	0
Language:	English
Access:	Only registered users and accepted guests may enter the room
Telephony Information:	Conference Number(s): Participant Code:

At the bottom, there is a button labeled 'Enter Meeting Room'.



# Connect Course Outline

- What can you do with Connect?
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# Connect **Course Outline**

- **Presenting a meeting**
  - Preparation
  - Meeting Room Layout
  - General Meeting Room Commands
  - Pod-Specific Commands
  - Recording and Playing a Meeting
  - Helpful Hints



# Connect Preparation

- When you log in to a meeting room as a Presenter for the first time, you will be asked to install the Connect Meeting Add-in.
- The add-in is available for Windows and Mac OS X.
- The install should take no more than a minute.

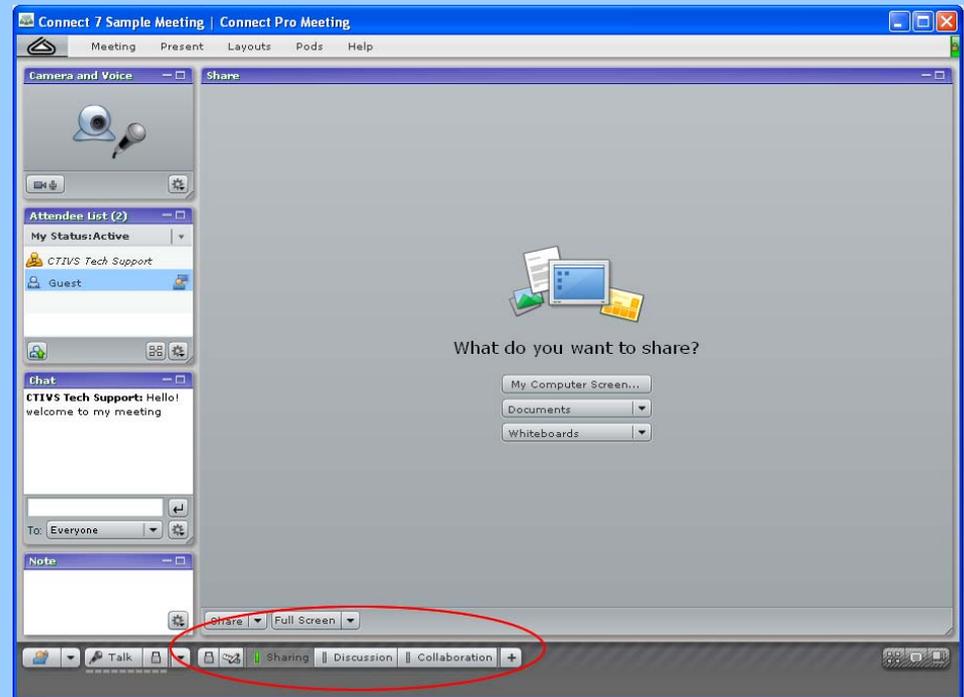


# Connect Meeting Cost

- The cost of a Connect meeting is billed to the CIT Account Code associated with the meeting room creator's Connect account.
- Currently Connect is \$0.15 per person per minute (\$1.50 per minute for 10 attendees)
- There is no charge if only one person is in the meeting room.

# Connect Room Layouts

- A layout is a grouping of pods (sub-windows).
- By default there are three pre-defined layouts:
  - Sharing
  - Discussion
  - Collaboration



# Connect Custom Layouts

- You can customize a layout by adding or removing pods.
- You can resize the pods by holding your mouse over the edge or corner of a pod to get double-headed arrows which allow you to click and drag the margins.



# Connect Custom Layouts

- Or create your own layout: Layouts > New Layout. You can select a template or Blank Layout.
- Click Pods, then on the type of Pod, then on the existing pod you wish to import into your new layout.
- Click Pods, then on the type of Pod, then New Pod to add a new pod to your layout.



# Connect Meeting Commands

- Invite Participants – Opens invitation in default mail client
- Record Meeting – Allows meeting to be recorded.
- End Meeting – Closes the meeting room so no one can access it, and no further charges are assessed. The Host can reopen this Meeting Room again at any time.



# Connect Meeting Commands

- Optimize Room Bandwidth – Allows you to set the room to enable a better experience for slower connections
- My Connection Speed – Sets your connection speed to the meeting
- Audio Setup Wizard – Automated microphone and speaker setup

# Connect Pod Commands

- Each pod has a menu (located in the lower-right corner) with commands for that pod.
- The following is a list of the more commonly used pods and their commands:



# Connect **Sharing Pod**

- Share > My Computer Screen:  
used to select whether you want to share your entire desktop or just one window
- Share > Documents > Select from My Computer:  
used to select a presentation from your computer.



# Connect **Sharing Pod**

- Share > Documents > Select from Content Library:  
Used to select a presentation already in the content library.
- Meeting Presentation Playbar:  
Will show the playbar for the meeting. Useful if screen is too small to show index



# Connect **Screen Sharing**

- **Preview My Screen when Sharing:**  
Allows you to see what you are sharing within the Connect meeting. Only useful with two monitors.



# Connect Document Sharing

- Index: Shows you an index of the presentation
- Pointer: Shows a pointer which can be dragged around the screen
- Whiteboard Overlay: Allows you to draw on the whiteboard
- Sync: When on, presenter slide changes appear on participants machines.



# Connect Camera & Voice

- Slow Images: Camera images taken a few times per second, conserving bandwidth.
- Fast Images: Camera images taken often enough to allow smooth motion
- High Quality Images: Images are taken at a higher quality but at lower speed
- High Bandwidth: High Quality + Fast



# Connect Camera & Voice

- Voice On, Multiple Speakers: Allows multiple people to talk at the same time
- Voice On, One Speaker: Only one user can talk at a time. Eliminates echo but can create confusion.



# Connect Participant List

- My Status > Call My Phone:  
The Connect meeting will call your phone
- Telephone Icon > Start Audio Conference:  
Starts teleconference
- Call New User:  
Dials a new user
- Call Selected User:  
Calls the selected user in the participant list

# Connect Participant List

- Hang up User:  
Closes Phone connection to selected user
- Volume Controls:  
Can control user volume and mute user
- Hold:  
Place selected user on hold

# Connect Participant List

- Merge:  
Merges user on telecon and on Connect (i.e. user dials in separately, then attends Connect meeting)
- Remove Selected User:  
Removes user from the meeting
- Enhanced Participant Rights:  
Enables the participant to control a specified pod

# Connect Chat Pod

- **Clear chat:**  
Clears all text in the chat pod
- **Enable Private Chat for Participants:**  
Allows participants to privately chat with each other during the meeting
- **Text Size:**  
Set the text size for the chat

# Connect File Sharing Pod

- Select from Content Library – selects file from content that has already been uploaded.
- Select from My Computer – selects file from your computer
- Remove Selected – removes selected file from file sharing pod

# Connect Record a Meeting

- A meeting can be recorded for later viewing. To do this, click Meeting > Record Meeting.
- Type a name for the recording.
- If you have a microphone attached to your speaker phone and you are not using *integrated* teleconferencing, you can select Record audio from speaker phone.

# Connect Record a Meeting

- If using *integrated* teleconferencing or VoIP, audio will be automatically captured in your recording.
- A red dot will appear at the top of the screen to indicate that this meeting is being recorded.
- NOTE: Private Chats will not be recorded



# Connect **View Recording**

- To view a recording, the viewer must have the URL of the recording
- Select Meeting > Manage meeting
- Click on Recordings then select the recording you wish to view. A URL will be there. Send this URL out to anyone who wishes to view the recording.



# Connect **Best Practices**

- Ensure that all content has been uploaded prior to the meeting.
- Share out only one window if possible.
- Pause video or close the camera pod if you have participants using a modem connection.

# Connect **Best Practices**

To avoid unexpected charges:

- be sure to “Lock” your meeting room to prevent people from entering without your knowledge
- use the “End the Meeting” function to empty the room when your meeting is concluded



# Connect **New Features**

- New in Connect 7
  - Edit and download recordings
  - Breakout rooms
  - Additional integrated teleconference providers
  - New “no guests allowed” option
  - Audio use is independent of video use



# Connect **Advanced Uses**

- 300- or 500-person seminar rooms
- NIH- or HHS- only URL restrictions
- Captioning
- Encoded video from a conference room or VTC call
- Surveys and on-demand publishing

# Connect Practice Ideas

- Create a brief recording. Crop off the first and last 10 seconds, then view the results.
- Invite several people into a meeting and try moving people into breakout rooms.

# Connect **Helpful Links**

- Testing Connect Readiness

[https://webmeeting.nih.gov/common/help/en/support/meeting\\_test.htm](https://webmeeting.nih.gov/common/help/en/support/meeting_test.htm)

- Web Collaboration Site

<http://webcollaboration.nih.gov>

- Connect team email

[webmeeting@mail.nih.gov](mailto:webmeeting@mail.nih.gov)

