

Adobe Connect Quick Start Guide for tutors

Adobe Connect enables you to hold online meetings with people at distant locations. You can chat using headsets (microphone plus headphones) and even see each other if you have a webcam. You can also show PowerPoint slides, upload and share files, vote on instant polls, view remote screens, edit documents, and draw on a shared interactive whiteboard.

Adobe Connect is accessed via <http://connect.soton.ac.uk> and only requires a standard web browser with the Adobe Flash plugin, so there is no need to download and install any additional software. It works on Windows PCs, Apple Macs and even Linux.

Online support pages: <http://www.soton.ac.uk/isolutions/computing/elearn/adobeconnect>

How to Set Up a Meeting

1. Login to connect.soton.ac.uk using your University user name and password.
2. Start by clicking the **Create New: Meeting** button.

Name: Give your meeting a title e.g. "Meeting with Chris Jones"

Custom URL: This defines the online location of the meeting – for example
http://connect.soton.ac.uk/careers_cj201009

Summary: This text will appear in the invitation email which you can choose to send to all participants

Start Time and Duration: The meeting can start immediately or at some future date and time. The duration is for guidance only – it can over-run if necessary.

Template: This defines the 'meeting layout' so please use the default choice

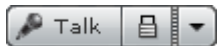
Access: If any of the meeting's participants do not have a University username you will need to select 'Only registered users and accepted guests may enter the room'

3. Click **Next** to invite individual participants to the meeting access list – you can search for and add staff and students of the University.
4. Click **Next** to send an email invite to all invited participants. Note that if you want to invite people who are not members of the University, you should forward your own copy of the email to them and ask them to enter the meeting room as a 'guest'.
5. Click **Finish** to see a page summarising the meeting's details and a button that enables you to enter the meeting room immediately.


How do I enter a meeting?

1. Click on the link in your email invite or calendar entry – or just type it into your web browser e.g. https://connect.soton.ac.uk/careers_cj201009


What if nobody can hear me?

1. Locate the **Talk** button at the lower left of your screen: 
2. Make sure that you either click and hold the **Talk** button each time you speak or click the adjacent **padlock** icon to enable more natural 'hands-free' talking. If there are only a few people in the meeting, we recommend using 'hands-free' mode.
3. The first time you do this in a meeting, a dialog box will pop up – click the **Allow** button to activate your microphone.
4. If you have more than one microphone attached to your PC you may need to choose which one to use by selecting **Audio Setup Wizard** from the **Meeting** menu.

How do I turn my webcam on?

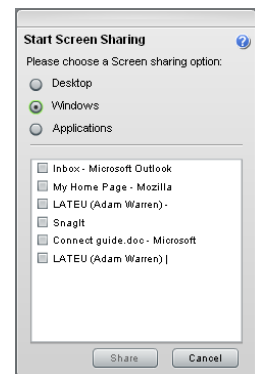
1. Select the **Start my camera and voice** icon  on the **Camera and Voice** pod and then click the **Allow** button to activate your webcam.

How can guests use their microphone or webcam?



1. By default, people who enter the meeting as a guest can only listen and not talk.
2. You will need to enable them to access the **Camera and Voice** pod by selecting their name in the **Attendee List** pod and clicking the **Pod Options** button .
3. Select **Change Enhanced Participant Rights** and make sure there is a tick next to the **Camera and Voice** option. Click OK.
4. They will then be able to activate their microphone and/or webcam.

How do I share my PC screen with the other participants?

1. Select **My Computer Screen** from the options available in the **Share** pod.
2. Select **Desktop** to share your whole desktop or
3. Select **Windows** to share one application. Choose the one you wish to share with the other participants from the list.



How can a student share their PC screen with me?

1. You will need to enable them to control the **Share** pod by selecting their name in the **Attendee List** pod and clicking the **Pod Options** button .
2. Select **Change Enhanced Participant Rights** and make sure there is a tick next to the **Share Pods** option. Click OK.
3. They will then be able to share their PC screen or window with you, as above.
4. You can **request control** by clicking the button at the bottom of the **Share** pod and if they accept you will be able to edit their files. 

How can I record my meeting and review it later?

1. Select **Record Meeting** from the **Meeting** menu and give this recording a title.
2. Don't forget to stop recording at the end of the meeting! You can stop at any time by clicking the small icon in the top right of the screen.
3. To view this recording you will need to log in to the Adobe Connect server.
4. Go to **Meetings**, select the relevant meeting and then go to **Recordings**. You will see an internet link (URL) for your recording – click to view it. Note that you can make a recording **public** and then email that link to anyone so they can see it.

How do I leave or finish a meeting?

1. Guests can simply close their browser. You should select **End Meeting** from the **Meeting** menu, and then select **Exit Connect Pro** from the **Meeting** menu.