Adobe Connect Sessions

General Session Info

- Click on link in email
- Check option “Enter with your login and password”
    - Enter username and password
    - Click “Enter Room”
- Meeting should open up in new window. I have resized each session, so that the whiteboard is on the right, camera is on the left.
    - If you have to resize the pods, click on borders of each pod and resize as needed.
    - To add new pods, click on “Pods” at the top for different options (sharing, attendee list, camera and voice, chat, note, poll, file share, web links, etc.)
- To optimize each session:
    1. Click on “Meeting” at the top. From that drop down menu, click on “Optimize Room Bandwith.” Make sure that “DSL/Cable” is the option checked there.
    2. Click on “Meeting” at the top. From that drop down menu, click on “Room Screen Resolution.” Make sure that “800x600” is checked.
    3. Click on “Meeting” at the top. From that drop down menu, click on “My Connection Speed.” If you at UIU, make sure “LAN” is checked. If you’re anywhere else, choose “DSL/Cable.”
    4. Lastly, click on “Present” at the top. From that drop down menu, click on “Host Cursors.” Make sure that “Show to all Attendees” is checked.
- To start your camera, click on the small Video/Microphone button at the bottom of the “Camera and Voice” pod. A prompt screen will appear asking if you “Allow” or “Deny” access to the camera and microphone. Make sure to click “Allow.”

Specific Session Info

- If you plan to work through a Word document, open the document in another window (you can minimize this window while you are beginning the Connect Session, if you open the Word document prior to beginning the Connect Session).

- In the Whiteboard Pod Area, the question says “What would you like to share?” Click on “My Computer Screen.” A smaller window will open that says “Start Screen Sharing” at the top. In that window, there are three options at the top (Desktop, Windows, and Applications). In the bottom section of the window, all of your open windows will be listed. Choose the Word document you would like to share. Once you choose that document, click “Share” at the bottom.
- A small window at the top right will pop up saying “Your computer screen is now being shared.” At this point, maximize the Word document. In the top right corner of the Word document window, a red bar with “Stop Sharing” will be there.
- At this point, you’re ready to begin recording and working through the document.

To Record your Session

- Click on “Meeting” at the top of the session. From that drop down menu, click “Record Meeting.” A smaller window will appear that says “Record Meeting” each time you begin a recording. In this window, you will be able to name the specific recording, and add a summary if you choose. Don’t worry about clicking the “Record audio from speaker phone” option. Click “OK” at the bottom of the window. From this point on, everything you say or do in the session is being recorded, until you stop recording. A small window will appear in the top right hand corner of the screen that says “Your meeting is now being recorded.”
- To stop recording, there are two options:
    - The first option is to click the red button at the top right hand corner of the screen.
    - The second option is to click on “Meeting” at the top, and from that drop down menu, click on “Record Meeting…” This will stop the recording as well.

To View and/or Share your Recorded Session

- Navigate your web browser to: tui.acrobat.com
- Log in with your username and password.
- In the screen you log into, there will be headings and subheadings at the top of the page. You should be logged directly in the “Home” page. Click on “Meetings” in the main header.

- A list of all meetings you are associated with will appear. In a sub-sub-heading, click on the particular meeting name where you recorded the information you would like to share.
- That new window will list information about that specific meeting. In the sub-sub heading line, click on “Recordings.”
    - In this new page, you will find all recordings made during the larger session. If you’ve recorded the whole session, there will be one link. If you have recorded multiple sections of the larger session, they will appear here. Click on the particular recording you would like to share.
    - The new page that appears is the specific information about that recording. Copy and paste the web address that appears in the middle of the page in the body a new email message.
    - Add the address of the recipient, and send the message.