



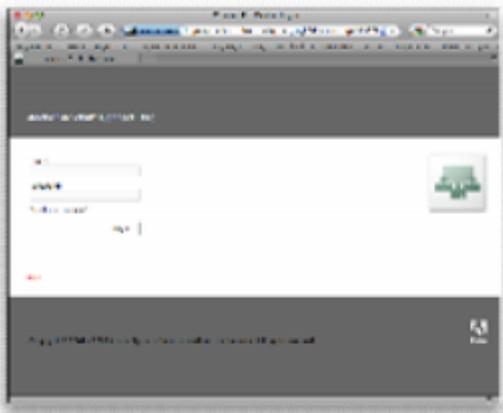
# Adobe® Acrobat® Connect Pro

## Quick Reference Guide

### Getting Started

#### Login to Adobe

To login to Adobe® Connect Pro use your email address as your user name and the password that was provided to you in the welcome email. Once you are logged in, you can change your password by clicking on **My Profile**, then **Change My Password**.



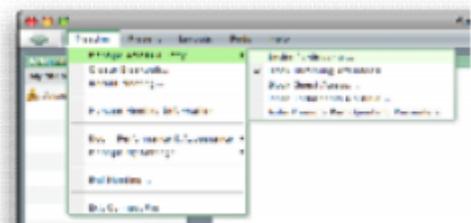
#### Inviting Participants

**Add the Outlook® Plug-in** - from the home screen click on the Resources tab and then open Getting Started. Once the page loads, click on Install Adobe Acrobat Connect Add-in for Microsoft® Outlook.

**Send the Meeting URL** - copy and paste your meeting room URL into an email invitation in your email program of choice.



**During a Meeting** - click **Meeting**, then **Manage Access & Entry**, then **Invite Participants**. You can choose to compose an email or simply send them the meeting URL.



### Your Online Meeting Room

#### Creating a Meeting Room

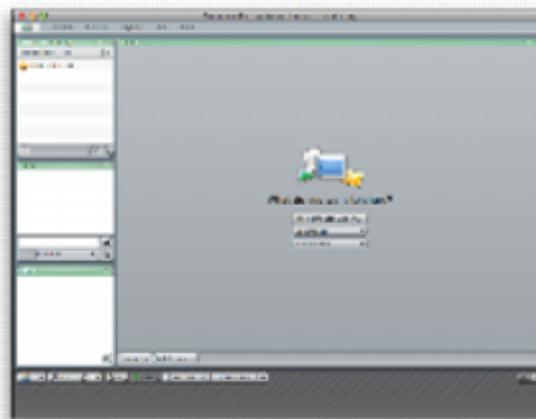
A meeting room is dedicated online meeting space. Create multiple meeting rooms or use just one. You can create a room for impromptu meetings and a room for scheduled meetings. Your meeting room URLs will never change, so you can reuse the same room again. To create a meeting room:

To create a meeting room:

- Click the **Create New Meeting** button
- Give the meeting room a name
- Customize the meeting room URL
- Provide a meeting room summary (optional)
- Set a time and duration
- Select a language
- Set access restrictions
- Select your audio conferencing account
- Click **Finish**

#### Opening Your Meeting Room

Adobe Connect Pro makes accessing your meeting rooms easy. Under the **My Meetings** tab, find your meeting and click **Open**. You can also open your meeting room by putting the meeting room URL into a browser. Enter with your login and password and click start meeting.



Have questions about your Adobe account?

For Subscription / Business questions:

- Call 410.235.4092 or 877-621-8795 or
- Email [sales@expressconnectinc.com](mailto:sales@expressconnectinc.com)

For Technical Assistance (24x7):

- Call 800-459-5680 or 719-785-9496 or
- Email [support@expressconnectinc.com](mailto:support@expressconnectinc.com)

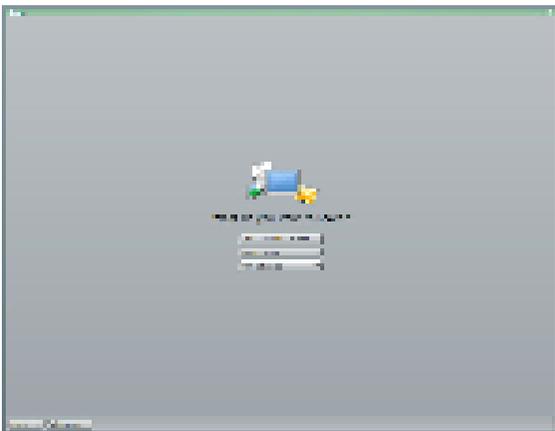
# Meeting Room Layout

## Customize the Meeting Room Layout

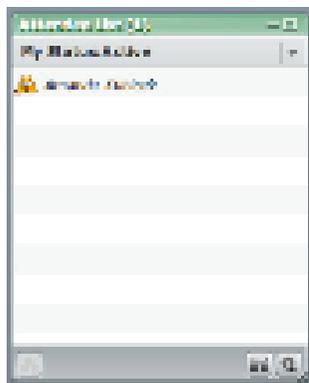
Adobe Connect Pro allows you to customize and save your meeting room layouts. For example, you might have one layout for sales presentation, one for team meetings and one for company trainings. Add a new layout by selecting New Layout from the Layouts drop down menu.

- Resize** - Click on the edge of any pod and drag your mouse
- Hide** - Click on the small line in the top right-hand corner
- Add a Pod** – Select which type of pod you would like to add in the Pods drop down menu at the top of the meeting room
- Rename a Pod** - Double clicking on the name at the top of the pod
- Move a Pod** – Click the top of the pod and drag

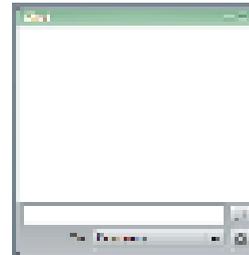
**Share:** Anything you share during the meeting, your computer screen, documents and whiteboards, will show in this pod.



**Attendee List:** Lists all attendees participating in the meeting. If you don't want your meeting participants to see other participants, click the small line at the top of the pod to hide it.



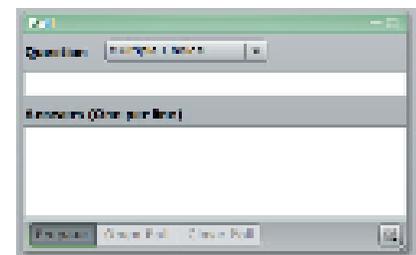
**Chat:** Meeting hosts and participants can send messages via the Chat Pod. You can enable or disable participants' ability to chat with each other from the pod options menu located in the lower right-hand corner.



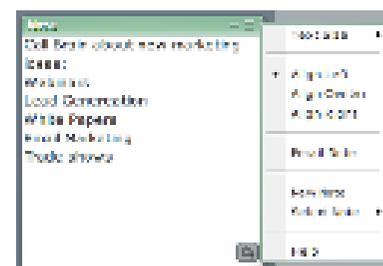
**File Share:** Upload and send meeting attendees files during the meetings.



**Polling:** Get immediate feedback from your meeting attendee by asking a polling question.



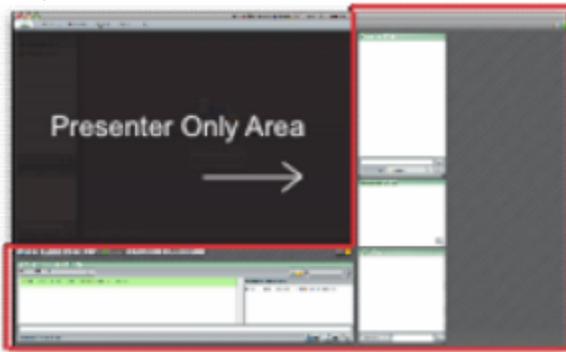
**Note:** Hosts and presenters use the Note Pod to take meeting notes that all attendees can see. Before the presentation is over, click Email Note to send yourself a copy for later reference.



# Features

## Presenter Only Area

To view, click the **Presenter Only Area** icon in the lower right-hand corner of the meeting room. Please note that this area is only viewable by meeting hosts and presenters. You can drag pods in and out of the presenter area to hide or show them during your meeting.



## Desktop Sharing

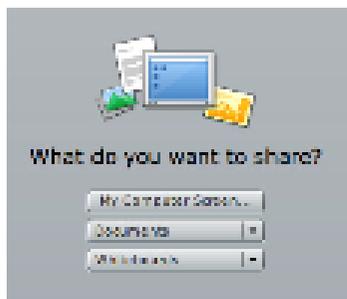
In the Share Pod, select **My Computer Screen**. Then select **Desktop** in the pop-up menu.

## Application Sharing

Open the application you wish to share. In the Share Pod, select **My Computer Screen**. In the pop-up window select **Applications** and then check the application you wish to share.

## Whiteboard

In the Share Pod, click **Whiteboards** or to open a new whiteboard, click **New Whiteboard**.



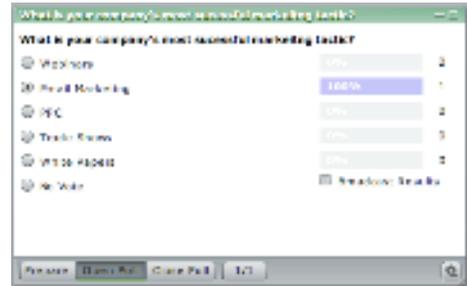
## Reports

Click the **Meetings** tab in the top navigation bar and select reports. You can choose from four report types:

- Summary
- By Attendee
- By Session
- By Question (polling responses)

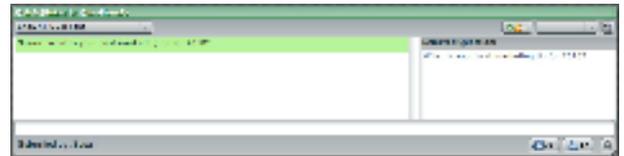
## Polling

Type a question, and then one response per line. To open the poll, click **Open Poll** and drag the Poll Pod into the meeting room space. Please note that if the pod is in the Presenter Only Area participants will not be able to see or answer the polling questions. To close the poll, click **Close Poll**.



## Question & Answer

Open a Question & Answer Pod by selecting **Q&A** in the pods drop down menu. Link the Q&A Pod to any Chat Pod to enable attendee question submission.



## Video

Open a Camera and Voice pod to share your webcam. Click the **video camera** icon in the lower left-hand side of the pod to start your video feed. To stop sharing, click the stop icon.



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