Getting Started Checklist for Adobe Connect

Explore Adobe Connect

☐ **Start a session:** Create and launch an Adobe Connect room to see how it works.

☐ **Change your role:** Use the *Room* menu to change your role to a Participant to understand the attendee's experience. Change your role back to Host.

☐ **Test your audio & video:** Click on the drop-down menus for your speaker, microphone, and webcam. Try turning each device on and off.

Customize Your Room

☐ **Add a new layout:** Click the new layout button at the bottom of the layouts panel to add a new blank layout to your room.

☐ **Upload a background image:** Choose *Preferences* from the *Room* menu. Choose a Custom room background and upload an image from your computer.

☐ **Explore the layouts:** Click on each layout to navigate to a different set of pods. Return to your new layout.

Explore Adobe Connect Pods

☐ **Add some pods:** From the pods menu, add the *Attendees* pod, the *Video* pod along with a *Chat* pod and *Share* pod. Move and resize the pods to design your layout.

☐ **Communicate:** Type a message in the chat pod and turn on your webcam and microphone. When speaking, an active speaker icon will appear next to your name in the Attendees pod.

☐ **Share your screen:** Click the *Screen* button on your *Share* pod to share your screen. Adobe Connect may need permission from your Operating System to continue.

☐ **Whiteboard:** Stop your screenshare and click the *Whiteboard* button on the *Share* pod. Explore the annotation tools. Click the marker twice to select from different tools. Draw a picture. When done, click the pod options ellipsis to export a snapshot of your image as a PNG file.

Manage Participants

☐ **Change roles:** From the *Attendees* pod, drag and drop a name (yours if you are in the room alone) from one role to another. This is a quick way to promote or demote attendees.

☐ **Mute/Unmute Participants:** Hover over a user in the Attendees pod and click to mute then unmute an attendee.

☐ **Monitor Participants:** Explore the different views for the *Attendees* pod by clicking the *Breakout* button, *Status* button, then returning to the *List* view.

Work with Content

☐ **Upload a PowerPoint document:** From the *Share* pod, click *Stop sharing* if you're still sharing the whiteboard. Click *Document* and then choose to '*Browse my computer*' to select a PowerPoint document.

☐ **Navigate the document:** After it has finished uploading, use the arrows to navigate through the document. Click the sidebar button to open up the sidebar - this can only be seen by Hosts and Presenters. Use the Outline view to jump to a different slide. Close the sidebar.

☐ **Try more content:** Click *Stop sharing* and repeat the process for sharing other types of content including PDF documents, MP4 videos, MP3 audio, and images (JPG, PNG, and GIF).

Add Interaction

☐ **Create a poll layout:** Click to add another new layout. Instead of creating a blank layout, duplicate the layout you created earlier. Call it 'Poll 1'.

☐ **Add a poll:** Choose to hide the Share pod by selecting *Hide pod* from the pod options menu. From the *Pods* menu add a new poll pod. Explore the different poll types: Multiple choice, Multiple answers, and Short answer. Select *Multiple choice* and add your poll question and responses. Open the poll.

☐ **React:** Explore the reactions and raised hand menus at the top of the interface.

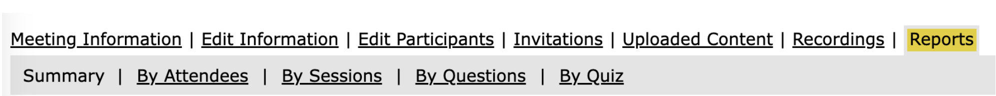
Host a Session

☐ **Finish your room:** Create additional layouts as desired to design a flow for your session. Drag & drop your layouts to re-order them.

☐ **Manage preferences:** From the *Room me*nu, select *Preferences*. Familiarize yourself with the different options. Choose to enable closed captions.

☐ **Plan a test session:** Invite a few colleagues to your first session. Practice managing participants, sharing content, navigating layouts, and using interactive features.

☐ **Record the session:** From the *Room* menu, click *Record session*, give your recording a name (or accept the default) and click *Start recording*.



Review Reports & Recording

☐ **Access Reports:** From the *Room* menu, select *View room information*. Click on the *Reports* tab (next to Recordings), then on *By Sessions*. Click *Go to dashboard* for the recent session. Click through the different tabs of the report: Session summary, Engagement, Interactions, Attendee activity, and Download reports.

☐ **Find your recording:** Return to Adobe Connect Central (your previous tab) and click *Recordings*. Click the checkbox next to your recent recording , then select the Access Type button above to change the access to public.

☐ **View your recording:** Click on your recording. The following screen will display a URL for your recording. Click the URL to view the recording.