ATTEND A MEETING

Within your courses, you may be asked to attend online meetings or collaborative work sessions in Adobe Connect. This tutorial provides an overview of Adobe Connect as well as tips for attending a meeting.

This tutorial covers the following elements:

- Access a Meeting Room.
- Meeting Room Overview.
- Audio Options.
- Participate in a Meeting.
- Adobe Connect Mobile.

Access a Meeting Room

You will most likely receive an invitation to attend a meeting through a link in a discussion or email.

1. To access a meeting, click the meeting link or copy and paste the URL into a browser. Internet Explorer, Firefox, and Safari are recommended browsers.
2. On the login page, Enter with your login and password using your Capella login OR Enter as a Guest by entering your first name and last name initial. Note: If you are asked to install an Adobe Connect Add-in, click Yes.
3. The meeting room opens along with an internet browser page that includes your meeting room URL address. Note: If you lose connection to your meeting room at any time, click new meeting room window, in the browser window, to reconnect to your meeting.
Meeting Room Overview

A meeting room is made up of various pods, each used for a different purpose. The default layout for pods in a meeting room is the Sharing layout, which includes the Share, Video, Attendees, and Chat pods.

- The **Share** pod is used to share the computer screen, documents, or whiteboard with participants.
  - Click the **Scale to Fit** icon, **Zoom in** icon, or **Full Screen** icon to adjust or enlarge your view of the Share pod, once the host or presenter has started sharing. **Note:** The **Zoom in** feature may be negatively affected by the position of the presenter’s mouse. **Full Screen** may be a better option for viewing.
  - In Full Screen mode, hover near the top of the screen to make the Share pod icons visible again. Click the **Exit Full Screen** icon to see all of the meeting room pods again.
- The **Video** pod allows the presenter to share a static image or webcam with participants. If the host permits it, participants can also share their webcams during a meeting.
- The **Attendees** pod displays the Hosts, Presenters, and Participants in the meeting, as well as their statuses.
- The **Chat** pod allows all attendees to send chat messages to everyone in the meeting or to individuals.
Audio Options

You may be given one of three options for connecting to the audio available in a meeting room: Voice Over Internet Protocol (VOIP), Integrated Teleconference, or Independent Teleconference. **Note:** When connecting to the audio in an Adobe Connect meeting, it is recommended that you use a headset with a microphone so that your voice can be heard clearly. Your computer’s microphone may have difficulty detecting your voice clearly without a headset.

- **Voice Over Internet Protocol (VOIP):** Your meeting host may choose to use VOIP to transmit audio through a headset or microphone connected to his or her computer. You can listen to the audio for the meeting using your computer headphones. If the meeting host turns on the microphone for participants, you will be able to use VOIP to speak.
  1. To use VOIP to speak, click **Connect my Audio** (the microphone icon). The icon turns green when you are connected. You will also see a microphone icon next to your name in the Attendees pod if, and when, the host allows participants to use their microphones.
  2. If you have more than one microphone option on your computer, click the microphone icon and then click **Select Microphone** to choose an audio input that is different from the default.

**Note:** If you have difficulty using VOIP, be sure your headset is configured for your operating system using your **Sound Control Panel** on your device. Then click **Meeting > Audio Setup Wizard** in the meeting room to check the sound levels.
• **Teleconference Integrated with Connect**: When attending faculty hosted meetings, you may be invited to participate in a teleconference in the Connect room.

1. Choose your call method.
   - **To Dial-out**: Enter your phone number and click **Join**. The meeting room will call your phone. This is the simplest method for using the integrated teleconference.
   - **To Dial-in**: You will be given the options to dial a phone number or toll-free phone number and a passcode to enter on your phone.

2. Click the phone icon at the top of your meeting room to mute your phone (if needed).

• **Independent Telephone Conference**: Use a teleconferencing function on your phone or a teleconferencing application, such as Skype, to have a simultaneous voice conversation with attendees. You may want to consider using this option if members of your group are having problems connecting in the two ways previously described.
Participate in a Meeting

If you are participating in a meeting through VOIP, you will see a microphone icon in the top navigation. If you are participating using an integrated teleconference, a phone icon appears after entering your phone number and connecting to the teleconference.

- **Chat**: The Chat pod default gives you the ability to send a message to everyone in the meeting. Click the Chat Pod Options menu > Start chat with > Attendees > attendee name, to send a private message to another meeting attendee. You can also hover over anyone’s name in the Attendees pod to Start a Private Chat with that person.

- **Mute**: Click the Mute My Microphone icon or Mute My Phone icon to mute your microphone or phone. Click it again to unmute. Your meeting host may mute all participants, but if he or she forgets, you should mute your audio to reduce the background noise for all participants.

- **Status**: Click the Set Status drop down menu to change your status. Status can be a helpful way for you to communicate with the meeting host or presenter without interrupting a presentation. Available statuses include: Raise Hand, Agree, Disagree, Step Away, Speak Louder, Speak Softer, Speed Up, Slow Down, Laughter, and Applause. You can clear your status by choosing Clear Status at the end of the status list.

- **Webcam**: Your meeting host may give you the option to use a webcam during a meeting. Click the Start My Webcam icon in the top navigation, to start or stop your web cam. Then click Start Sharing in the Video pod to share your image. You will need to have an internal or installed webcam on your computer to use this feature. Note: Roll over your image in the Video pod and click the pause icon to display a static image of yourself.
Adobe Connect Mobile

You can host or attend Adobe Connect meetings on your mobile device by downloading the Adobe Connect Mobile application, which is available for both iOS and Android devices. **Note:** There are not as many features available on the mobile application as the standard application. Also, some advanced features, typically used when hosting meetings, are available only on tablets, not on phones.

Once you are inside the Adobe Connect Mobile application, you will need to enter the meeting URL and your name, just as you would in the standard Adobe Connect application. **Note:** Adobe Connect Mobile will remember the meeting rooms that you have visited when you return to the application. You will be able to choose the room from a list during your subsequent visits.

- Tap the **Overview** icon to view all available meeting pods.
- Tap the **Share** icon to view only the **Share** pod.
- Tap the **Attendee** icon to view all attendees in the meeting by role. The number next to the icon indicates the total number of attendees in the meeting. Tap an individual’s name to send a private message (if available).
- Tap the **Video** icon to view only the **Video** pod. The number next to the icon indicates the number of people sharing images or webcams.
- Tap the **Chat** icon to send a chat message to everyone in the meeting and respond to private chats.
- Tap the **Microphone** icon to use VOIP for your audio communication in the meeting. (Remember to use a headset or earbuds with mic to minimize background noise). **Note:** If an integrated conference call is available, a phone icon will be available to tap.
- Tap the **Status** icon to Raise Your Hand, Agree, or Disagree.
- Tap the **Menu** icon to **Log Out** of the meeting.

See the Adobe Connect **Getting Started Guides** on the [Adobe Connect Mobile](http://www.adobeconnect.com) website for more details on using Adobe Connect Mobile.

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