Setting up for Adobe Connect meetings

When preparing to lead a live lecture or meeting, you probably ensure that your meeting room and materials are ready before your participants arrive. You run through your slides and lecture notes and preview any supporting materials such as videotapes or flip charts. If you intend to use classroom technology such as overhead projectors, laptop computers, or microphones, you test them in advance.

You should devote the same level of preparation toward delivering Adobe Connect online classes and meetings. Set up and test your computer system, the Adobe Connect meeting room, and your electronic content prior to the scheduled class meeting.

This document includes system requirements and suggestions for preparing your computer, participants, classroom, and content before you run an Adobe Connect meeting.

Minimum system requirements

To present during an Adobe Connect meeting, you need an Internet connection and the following:

Table 1 Adobe Connect 8 system requirements

Connect user role	Supported OS, browser, and additional requirements
Adobe Connect presenters, administrators, trainers, and meeting hosts	**Microsoft Windows 7 Home Premium, Professional, or Ultimate (32 bit edition, 64-bit edition with 32 bit browser)** • Microsoft Internet Explorer 8.0 or later • Mozilla Firefox 3.x • Adobe Flash Player 9 or later **Microsoft Windows Vista Home Basic, Home Premium, Ultimate, Business, or Enterprise (32 bit edition, 64-bit edition with 32 bit browser)** • Microsoft Internet Explorer 7.0 or later • Mozilla Firefox 2.x, 3.x • Adobe Flash Player 9 or later **Microsoft Windows XP Professional or Home Edition with Service Pack 2** • Microsoft Internet Explorer 6.0 or later • Mozilla Firefox 2.x, 3.x • Adobe Flash Player 9 or later **Windows hardware requirements** • Windows XP: 450 MHz Intel Pentium II or faster processor or equivalent (512 MB of RAM, 1GB recommended) • Windows Vista: 1GHz Intel Pentium II or faster processor or equivalent (1GB of RAM, 2GB recommended)

Connect user role	Supported OS, browser, and additional requirements
Adobe Connect presenters, administrators, trainers, and meeting hosts	**Mac OS X v10.4, 10.5, 10.6 (Intel)** • Mozilla Firefox 2.x, 3.x • Safari 2.x, 3.x, and 4.x • Adobe Flash Player 9 or later **Mac OS X v10.4 (Power PC)** • Safari 2.x • Mozilla Firefox 2.x, 3.x • Adobe Flash Player 9 or later **Mac OS hardware requirements** • 500 MHz Power PC G3 or faster or 1.83 GHz Intel Core Duo or faster processor • 128MB of RAM (512MB recommended) **Additional requirements** • Bandwidth: DSL/Cable (wired connection recommended

Preparing your computer for an Adobe Connect meeting

Make sure you have an Adobe Connect user account that includes access to the Meetings application. To prepare yourself completely for the day of class, perform a dry run from the exact hardware and network connection you will use. A setup that works perfectly from your desk might perform poorly from a conference room or from another office. It is best to test the exact setup to check for overly long cables, a poor wireless signal, and so on. Use the fastest machine you can find, in both CPU and network connection, particularly if you need to present video or use screen sharing. One way to determine if you have a fast enough connection is to view the light in the upper-right corner of the meeting window. If this light is green, you have a good connection.

To prepare your computer for an Adobe Connect meeting:

1. Log in to your Adobe Connect account, select the Meetings tab, select a meeting, and click Enter Meeting Room.

2. View the light in the upper-right corner of the meeting window.

    A green light indicates a good connection.

3. Click the light to view more detailed information about your connection speed (**Figure 1**).

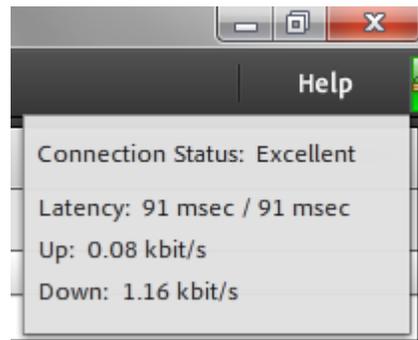4. Click the light again to hide the detailed information.

Figure 1 Connection indicator

Testing your camera and microphone

If you plan to broadcast video and use the built-in audio (VoIP) to communicate with your audience, take some time to set up and test your webcam and microphone prior to class.

To setup and test your webcam:

1. Ensure that the Video pod is open in the meeting room. You can open the Video pod from the Pods menu. The Collaboration layout includes a Video pod by default.

2. Ensure that your camera is plugged in and working properly.

   Note: You may need to install drivers.

3. In the Video pod, click Start My Webcam (**Figure 2**).

   Note: You can also click the Start My Webcam button in the Menu bar.

4. If prompted, grant permission to Flash Player to access your camera and microphone in the dialog box that appears.

5. Ensure that you can see a preview of the video in the Video pod. (**Figure 3**). The video will not broadcast until you click Start Sharing
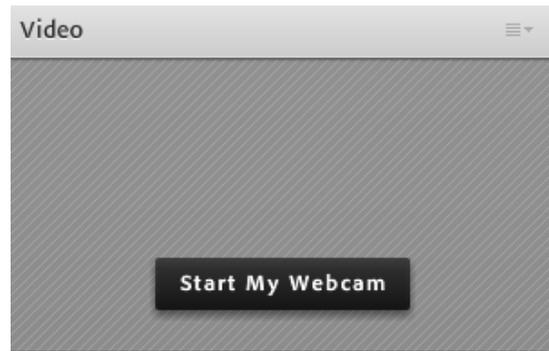
6. Click Start Sharing to broadcast video.

Figure 2 Video pod

Figure 3 Video preview

To setup and test your microphone:

1. Ensure that your microphone is plugged in and working properly.

    Note: You may need to install drivers.

2. In the Menu bar, choose Meeting > Audio Setup Wizard.

    The Audio Setup Wizard dialog box appears **(Figure 4)**.

3. Click Next.

4. Click Play Sound to test your speakers, and then click Next **(Figure 5)**.

5. Select your microphone from the pop-up menu, and then click Next **(Figure 6)**.

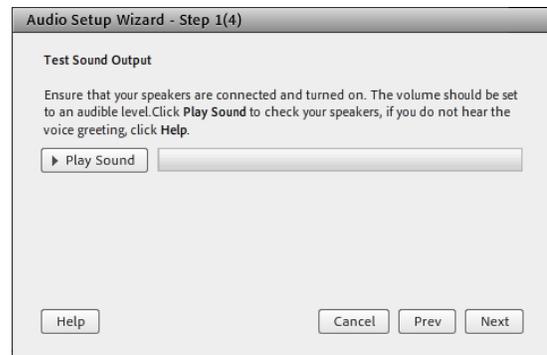**Figure 4** Audio Setup Wizard, Welcome

Figure 5 Audio Setup Wizard, Test Sound Output

Figure 6 Audio Setup Wizard, Select Microphone

6. Click Record and speak to test the volume of your microphone. Click Stop to end recording, and then click Play Recording to listen to the recorded volume (**Figure 7**).

7. Click Next.

   The next step is to detect the amount of background noise.

8. Click Test Silence (**Figure 8**). When the test is complete, click Next.

   The Success message appears (**Figure 9**).

9. Click Finish to close the Audio Setup Wizard.

10. In the Menu bar, choose Audio > Enable Single Speaker Audio.

11. Click the Connect My Audio button in the menu bar (**Figure 10**).

   The microphone is now connected and enabled. When you speak, a microphone icon appears beside your name in the Attendee panel (**Figure 11**).
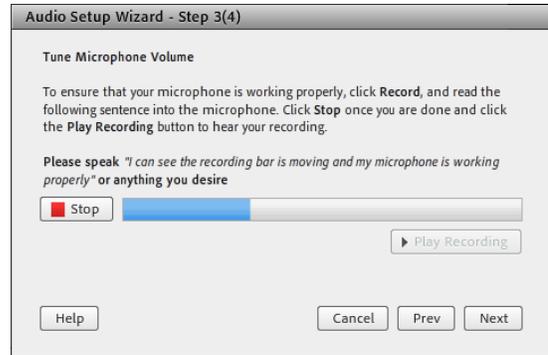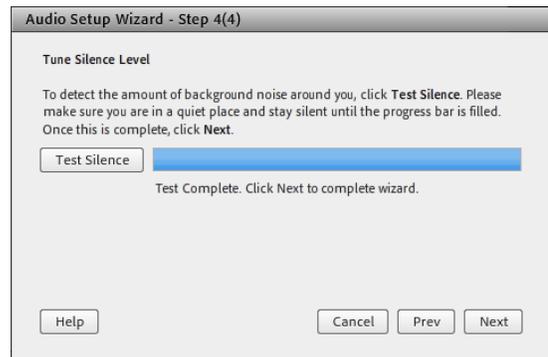
Figure 7 Audio Setup Wizard, Test Microphone

Figure 8 Audio Setup Wizard, Test Silence Level

Figure 9 Audio Setup Wizard, Success

Figure 10 Connect My Audio button

Figure 11 Single speaker audio enabled

Preparing participants for an online class or meeting

To view and participate in a class or meeting, participants must install Flash Player version 8 or later. Upgrading takes only a minute or two, and failing to upgrade may unnecessarily delay a participant's entry into the meeting. Keep in mind that some participants may be behind extremely strict firewalls or proxy servers that might slow their connections, preventing them from seeing video or screen sharing, or even refuse the connection altogether.

In your pre-meeting correspondence with students, you may want to include the following:

- Computer system requirements for meeting participation
- Suggested reading or background material that will aid understanding, discussion, or collaboration during the meeting
- Ground rules for participating in the meeting
- Dial-in numbers and access codes if you plan to use conference calling during the meeting
- Access to course materials that may not be easily shared online during the meeting

Preloading content to share during the class or meeting

A good idea is to locate and prepare all the content you plan to share during your meeting or class. You can add new content from within the meeting room. For example, you can add PDF documents, Microsoft PowerPoint slides (PPT, PPTX), Flash Video files (FLV), Flash movies (SWF), graphics (JPG, PNG), and sound files (MP3). You also can add Zip files that contain old pods (pod.swf, pod.asc). To use these files in a meeting, add them as a new Share pod. By default, one empty Share pod is open when you first enter a new meeting room with the Sharing layout selected **(Figure 12)**.
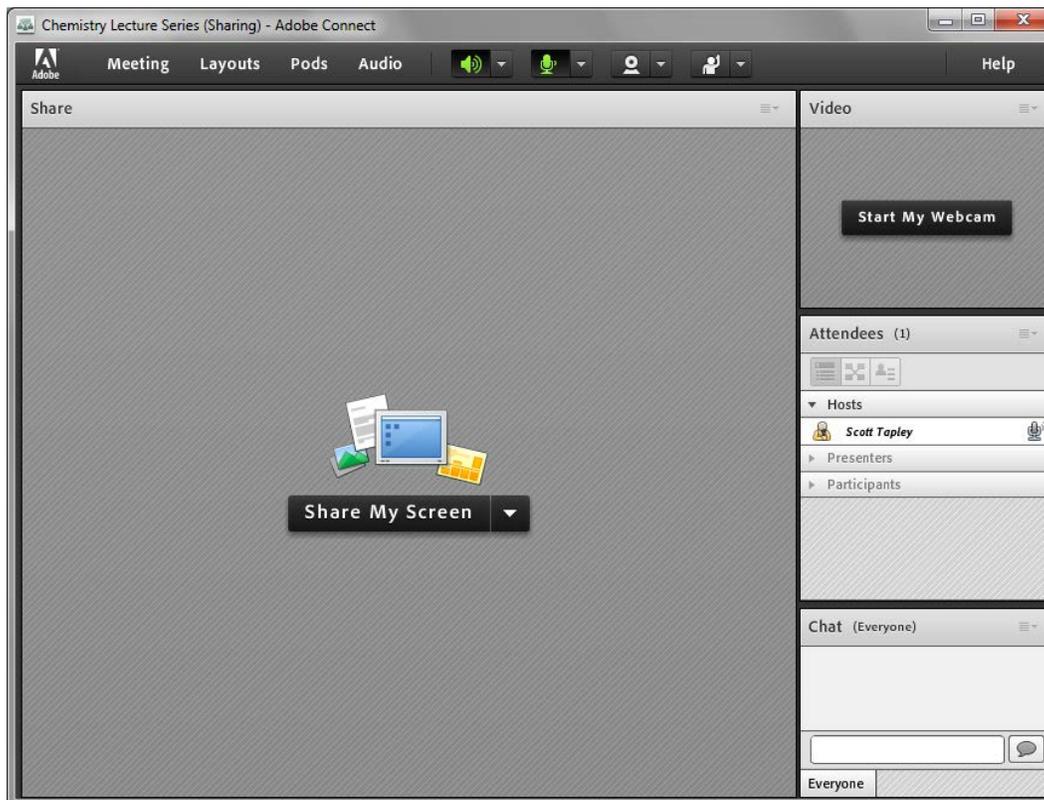

Figure 12 Sharing layout with new blank Share pod

To preload content to share in a meeting room:

1. Open a meeting room, and change to the Sharing layout.

   A Share pod is open automatically. If you need to add a new blank Share pod, click the Pods menu, point to Share, and select Add New Share **(Figure 13)**.

   You can use the share pod to share your screen, share documents, or share a whiteboard.

2. Click Share My Screen to open the pop-up menu **(Figure 14)**, and choose Share Document.

   The Select Document To Share dialog box appears **(Figure 15)**. You can add documents from your computer/local area network or from the Adobe Connect Content library.
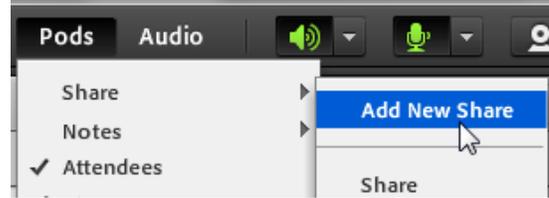

Figure 13 Pods menu
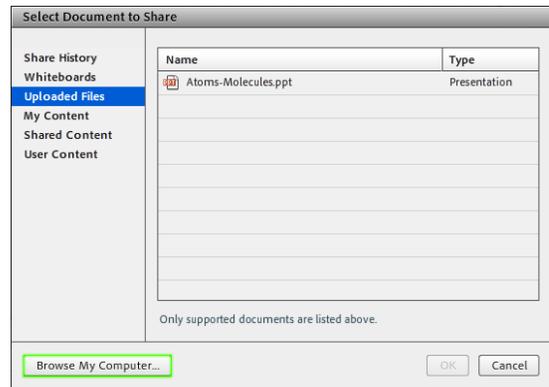

Figure 14 Share My Screen pop-up menu

Figure 15 Select Document To Share dialog box

3. Click Browse My Computer, navigate to the folder that contains your content, select it, and click Open.

The content is uploaded to Connect Central and added to the Share pod **(Figure 16)**. This content will remain in this meeting until you delete it.

The pod's title bar now displays the name of the selected content. You can size the pod by using the size handle in the lower-right corner. Use the controls within the pod to test the content.

4. To hide the pod, open the pod's Options menu **(Figure 17)** and click Hide.

5. To open a Share pod, click the Pods menu in the Menu bar, point to Share, and select the name of the Share pod you want to open **(Figure 18)**.
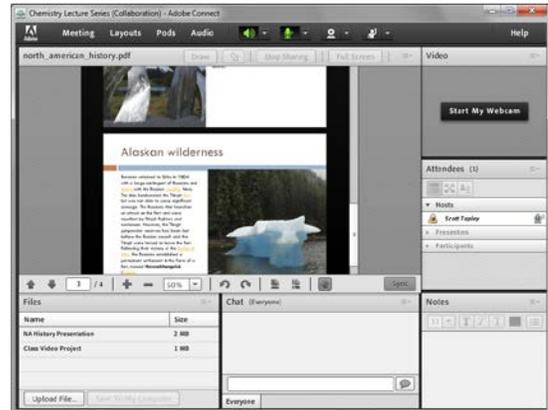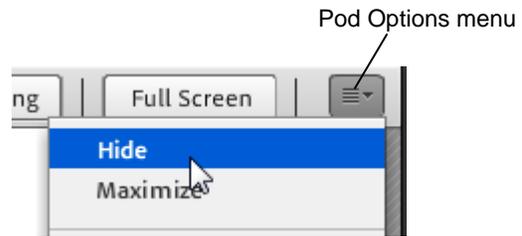

Figure 16 PDF document added to a Share pod
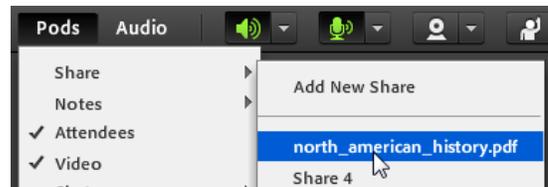

Figure 17 Options menu

Figure 18 Pods menu

To delete content from the meeting room:

1. From within the meeting room, click the Pods menu and select Manage Pods.

The Manage Pods dialog box appears, with a list of the content you've added to this meeting room, including the pods that come with every meeting room by default **(Figure 19)**.

2. Click to select the item you want to delete and click Delete.

You can also rename your pods by selecting them, clicking the Rename button, entering a new name, and clicking OK.

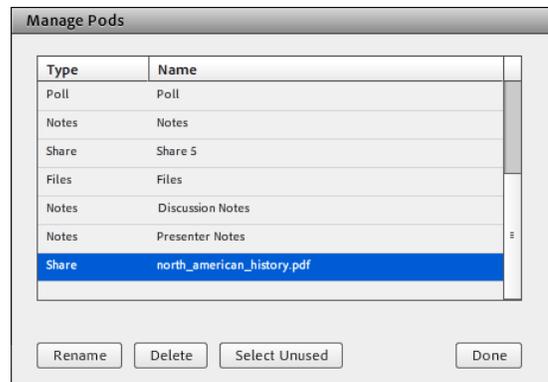**3.** Click Done to close the Organize Pods dialog box.

Figure 19 Organize Pods dialog box

Preparing your physical location for an online class or meeting

Before you lead or participate in an online class or meeting, you should prepare your physical location for the most effective online session possible. In some cases, participants may be seated at their own computers in remote locations. In other situations, you may be hosting a group of participants who are using a single computer to communicate with another group or individual.

Examples:

1. An instructor invites a guest speaker to connect online with a group of students. The class gathers around a single computer. The guest speaker and class connect online in an Adobe Connect meeting room. The speaker presents, and the students take turns asking questions by using the Chat pod or the Adobe Connect audio conferencing features.

2. Students from one class use an Adobe Connect meeting room to connect with a group of students in another class, such as students in another country. Students can share ideas and ask or answer questions.

A class or group using a single computer to connect to an Adobe Connect meeting should consider the following:

- Prepare the physical classroom to limit distractions, such as noises, phones, and visitors. Have participants turn off any cell phones or pagers.

- Establish ground rules with the class or group before the session begins.

- Project the computer monitor to a larger viewing screen.

- Consider using a handheld (wireless) microphone that participants can pass around for increased participation.

- If using a video camera, establish a wide shot of the entire class, or consider setting up a "hot seat" in front of the computer video camera or microphone and then call upon participants to interact one at a time. If creating a video wide shot of the entire class, make sure is the classroom has adequate lighting.

When students or participants are attending an Adobe Connect meeting at individual computers, consider the following:

- Suggest that students review reading assignments or other materials prior to class to promote greater understanding, discussion, or collaboration during the virtual class.

- Send participants a list of ground rules for participating in the virtual class.

- Create an attendance sheet of enrolled participants to determine when all or most of your registered students have arrived.

- Preload materials (content) into the virtual classroom before class.

- Encourage student participation by using chat and polling features.

- Allow for small group discussion and collaboration by using virtual classroom breakout rooms.

- To avoid technology barriers to successful communication, arrange a conference call as a backup or alternative to using the built-in Adobe Connect voice feature (Voice-over IP).

- Promote students to the role of presenter, allowing them to be more active in the session.

Doing a dry run

If possible, set up two computers. Present content from one and monitor content on the other. This way, you see what your audience sees, and it helps you pace your presentation. If you notice that your screen is a second or two ahead of your audience, you can adjust your narration to match what your audience sees. The second machine can also serve as a backup machine if problems occur with the first machine.