

Hosting a Meeting in Adobe Connect

Before You Begin

In order to use Adobe Connect, you must have Adobe Flash Player installed. To verify that you have Flash player, and that it is a supported version, go to https://online.imsa.edu/common/help/en/support/meeting_test.htm . This page will run an automatic test to make sure your system meets the requirements. If you do not have flash player installed, install it or contact the helpdesk for support.

Hosting the Meeting

1. In your web browser go to <https://online.imsa.edu>. Log in with your IMSA user name and password.
2. Click the “Meetings” tab, and then click the meeting you wish to start.
3. On the “Meeting Information” page, click the “Enter Meeting Room” button. The Adobe Connect window will come up. On remote connections this could take several minutes.
4. Turn on your microphone and webcam if desired. To turn on the microphone, click the microphone button in the menu bar at the top. Confirm that you want to allow the server to access your camera and microphone by clicking the “Allow” button. To enable the webcam, click the webcam button in the menu bar at the top. A preview will come up in the video section of the window, also known as the “Video Pod.” Click on “Start Sharing.”
5. Now that you are in the meeting, users can start entering. Approve any attendees who have entered as guests or were not invited through Adobe Connect. A window will pop up in the lower right corner of the screen for each attendee that needs to be approved. Click “Accept” or “Decline” as necessary. Accepted attendees and invited attendees should show up in the “Attendees” section of the screen, also known as the “Attendees Pod.” You may need to expand the “Participants” list to see them.
6. To allow others to share their audio and video, hold your mouse cursor over their name in the Attendees Pod. Click “Enable Audio” or “Enable Video” in the pop-up menu as needed. The attendees can then turn on their microphones and webcams. When hosting large meetings, it is best to minimize the number of users who have their microphones enabled. This helps to reduce background noise and improve the overall flow of the meeting. To turn off a participant’s microphone, hold your mouse over their name in the Participants list and click “Disable Audio” from the pop-up menu.
7. If a participant wishes to speak, they may use the “Raise Hand” button. This will cause a symbol depicting a raised hand to show up next to the participant’s name in the list. A notification will

also appear in the upper right portion of the screen. You can approve or deny the raised hand by clicking the checkmark or "X" in the notification. This will enable audio for that participant.

8. To end the meeting click the "Meeting" menu at the top left, then click "End Meeting. If you wish, you can type a message to the participants and open a web page on their computer once the meeting has ended. Click the "OK" button. Close the Adobe Connect window.

This document only covers the most basic functions of Adobe Connect meetings. Other, more advanced features will be covered in other documents.