

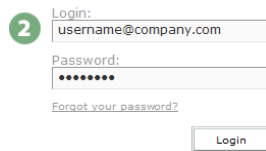


## Getting Started with Acrobat Connect Pro Meetings

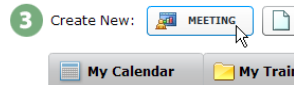
### Create and Access Your Meeting Room

1. Navigate to \_\_\_\_\_ in your favorite web browser.

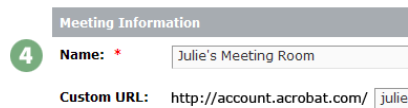
2. Login with your Connect Pro username and password. If you don't know your password, click the **Forgot your password?** link.



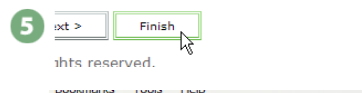
3. Once authenticated, you are taken to the Connect Pro Central Homepage. Click the **Create New Meeting** button to begin the Meeting Wizard.



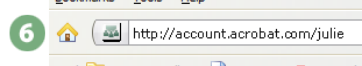
4. Fill in a meeting **Name** and an easy to remember **Custom URL** such as your username or first name.



5. Optionally fill in the additional fields and click **Finish**. Your meeting room is created.



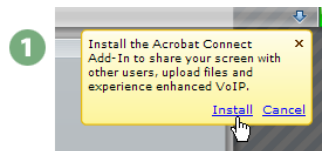
6. Enter your meeting room by clicking on the meeting room URL on the confirmation page or by typing the URL in your favorite web browser.



**Tip:** The meeting room you have just created is *always* available at the URL you specified. It is a good idea to set a browser bookmark to your room for quick and easy access.

### Install the Acrobat Connect Add-In

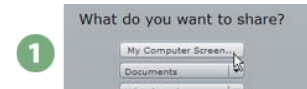
1. If you have never hosted a Connect Pro meeting before, you are prompted to install the Acrobat Connect Add-In. Click **Install** and follow the instructions.



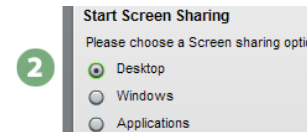
**Note:** Meeting participants are only required to have the Adobe Flash Player installed and do not need to install the Connect Pro Add-In.

### Sharing Your Screen

1. Click the **My Computer Screen** button in the **Share** pod.



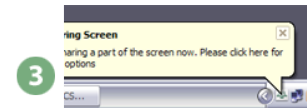
2. In the **Start Screen Sharing** dialog, choose how you would like to share your screen.



**Desktop:** Share your entire desktop  
**Windows:** Choose specific, already open windows to share  
**Applications:** Share one or more applications and all its related windows

After selecting your desired option, click **Share**

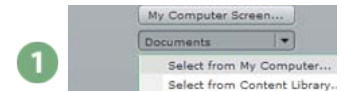
3. A Connect Pro icon appears in your system tray while you are sharing your screen. Click on this icon to view a menu where you can **Stop Sharing** or access other available options.



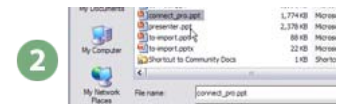
**Tip:** If you choose to share your entire desktop, it is recommended that your screen resolution is set to **1024x768 pixels or lower**. Also, if possible, you should reduce your color quality from Millions of Colors to 32 or 16 bit. Doing this reduces the chances that meeting attendees will encounter issues seeing your screen.

### Sharing PowerPoint Content

1. Click the **Documents** button in the **Share** pod. Then choose **From my computer...**



2. In the **Browse** dialog, locate the PowerPoint presentation you wish to share and click **Open**. The file is uploaded and begins converting.



3. Once the file is done converting, it appears in the share pod. Use the **Next** and **Previous** controls to navigate through your presentation.

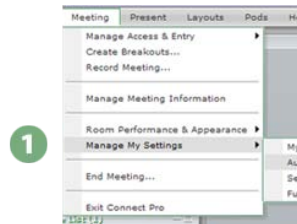


**Tip:** You can also follow these steps to share other supported file types including image files (JPG), video files (FLV), flash files (SWF), and MP3 audio files.



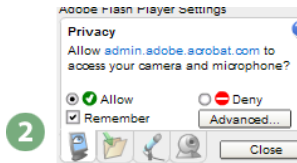
## Using Voice-over-IP (VoIP) for Audio Communication

1. Voice-over-IP (VoIP) allows you to communicate with meeting attendees using your computer's microphone and speakers. If you intend to use this feature, it is highly recommended that you first run through the Audio Setup Wizard. To do this, begin by selecting **Meeting > Manage My Settings > Audio Setup Wizard...**



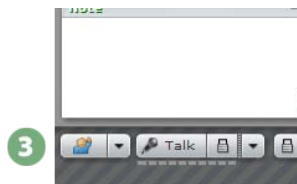
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2. The wizard guides you through five steps in which you are asked to test your speakers, select a microphone and other options. If you have never used Connect Pro before, you may see a Flash Player settings box asking you for permission to access your camera and mic. Choose **Allow**. If you wish to avoid this step in the future, click the **Remember** checkbox.



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3. To begin using VoIP, locate the **Talk** button in the Layout bar. While pushing **Talk** your voice is being broadcast and you should see an indicator next to your name in the participant list. Once you let go of the **Talk** button, your voice is no longer broadcast. If you wish to continually broadcast your voice, click the **Lock** icon.

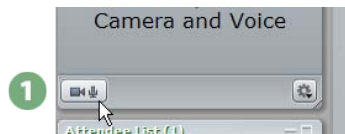


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**Tip:** If you intend to have multiple attendees using VoIP at the same time, it is recommended that they install the Connect Pro Add-In and run through the Audio Setup Wizard prior to the meeting.

## Sharing Webcam Video

1. You can easily share webcam video with meeting attendees. To do this, make sure your webcam is plugged in, and click **Start my camera and voice** in the **Camera and Voice** pod.



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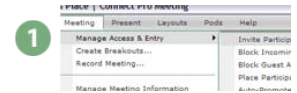
2. Once your webcam is being shared, you can change the rate at which your video stream is broadcast to attendees. If meeting attendees are on slower connections (dial-up for example), it is recommended that the camera should be set to **Fast Images** or **Slow Images**. To change this setting click on the Pod Options menu on the lower right hand corner of the pod. **Fast Images** is the default setting.



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## Inviting Attendees

1. You can easily invite attendees to your meeting by sharing the meeting room URL in an email, meeting invitation, chat message, or even verbally over the phone. From within a meeting, you can invite attendees by opening the **Meeting** Menu and selecting **Manage Access & Entry > Invite Participants**.



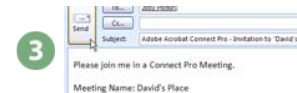
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2. In the **Invite Participants** dialog, click **Compose e-mail**. An e-mail appears in your computer's default e-mail client that is pre-populated with meeting information.



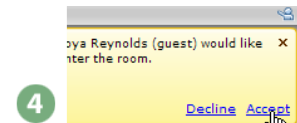
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3. Invite attendees by entering in their e-mail addresses and sending the e-mail.



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4. When attendees arrive to your meeting room, a notification window appears asking you to either **Accept** or **Decline** the attendee. Once accepted, the attendee appears in the attendee list.



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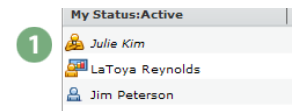
## Managing Attendees

1. Meeting attendees fall into three roles:

**Host:** Organizes and facilitates the meeting.

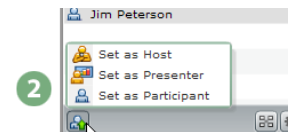
**Presenter:** Assists in meeting facilitation, presenting content, sharing their screen.

**Participant:** Largely a spectator in the meeting who can chat, respond to polls, and their change status



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2. To change an attendee's role, select their name in the attendee list and click the **Set User Role** button, then choose the role to assign to selected attendees.



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**Tip:** If you wish to change multiple attendees' roles at the same time, hold down the **Control** key while selecting their names and then set their role using **Set User Role**.

## Learn More

You can find additional resources by visiting the Acrobat Connect Pro Resource Center at [www.adobe.com/resources/acrobatconnect](http://www.adobe.com/resources/acrobatconnect) and by joining the Acrobat Connect Pro user community at [www.connectusers.com](http://www.connectusers.com).