

Adobe Connect Meeting – Host’s Checklist and Tips for Getting Started

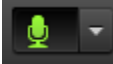

1

Ahead of Your Session

- Login** to eclassesconnect.contactnorth.ca and click **Host** to **launch** your session.
- Select a default Layout, or create a new layout, and use **Share My Screen / Share a Document** to import PPT, PPTX, PDF, JPG, PNG, SWF, FLV, F4V, MP3, MP4.
- Add additional pods if desired (e.g. Chat, YouTube video, Web Links, Polls) and move and re-size to suit your needs. Be aware of pod consistency e.g., same Chat pod throughout


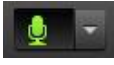


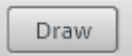


2

Just Prior to Your Session

- Plug in** your headset or speakers & microphone; **Login** to eclassesconnect.contactnorth.ca
- From My Session, find correct event line and click **Host**.
- Do a sound check (**Meeting / Audio Setup Wizard**). Additional audio settings are found under the Mic icon once it is connected. 
- Test your webcam by clicking the webcam icon. 
- Set up **markup options** (colour, font and size, etc.). Available options appear when corresponding tool is selected.

3

It’s GO Time!

- Turn **Record Meeting** on (Meeting / Record Meeting). Confirm recording dot in upper right corner. 
-  Click your microphone **ON** to **connect audio**.
-  Ask for **green checks** if participants can hear you (scroll through list to confirm).
- Give **Microphone Rights** to Participants (under Audio menu).
- Scroll through slides or show slide sidebar using icons in lower left corner of Share pod. 
-  Add markups to slide by clicking **Draw** in pod title bar.
- Scan** for messages in the Chat pod and monitor the Attendees pod for , as well as other feedback symbols.
- and **BREATHE!** 

4

It’s a WRAP!

- Recommended:** To end the meeting, click on **Meetings / End Meeting**. All attendees will be removed from the meeting room and your recording will be published.
- To exit the room and leave it temporarily open for attendees, simply exit by closing the Adobe Connect window.