



## Presenting in Adobe Connect A Guide for Participants

Just as in face-to-face meetings or classes, you may at times be asked to make a presentation in an Adobe Connect session. There are a couple of ways to get your presentation files into the meeting space. Uploading a document using the Share Pod is the preferred method however not all file types are supported. In those cases, you can share your screen to display your file, applications, or your entire desktop with all participants in the Adobe Connect Meeting room.

### Uploading a document in the Share Pod

In order to upload a document, you must be promoted to a *Presenter* by your meeting host/instructor.



When you see your name in the Presenter area, you will have the additional permissions within Adobe Connect to upload your files.



[Click on these resources](#) for detailed instructions for **Uploading Files for Presentations**:



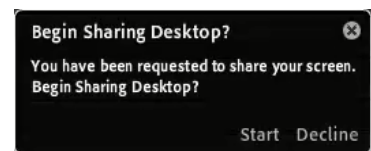
PDF Resource



Video Tutorial

### Sharing your desktop

If necessary, your instructor can request that you *share your screen*. When you accept the request and start sharing your screen, your files are not uploaded to the meeting room, however they will be seen by all meeting attendees. You have the option to share a window, an application, or your entire desktop.



[Click on these resources](#) for detailed instructions for **Sharing Your Screen for Presentations**:



PDF Resource



Video Tutorial