

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



1

Ahead of Your Session

- ❑ **Login** to echannelconnect.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





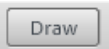


2

Just Prior to Your Session

- ❑ **Plug in** your headset or speakers & microphone; **Login** to echannelconnect.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.