



Adobe Connect **Host** Quick Reference Card

Welcome to Contact North | Contact Nord. Use this **Quick Reference Card** to help you with adjusting your audio, setting up your Adobe Connect meeting space, share content and resources with attendees and incorporate markups and other tools in your meeting. You may want to keep this card nearby for reference.

Before you begin, ensure your **headset, or microphone & speakers**, and **webcam** (if applicable) are plugged in.

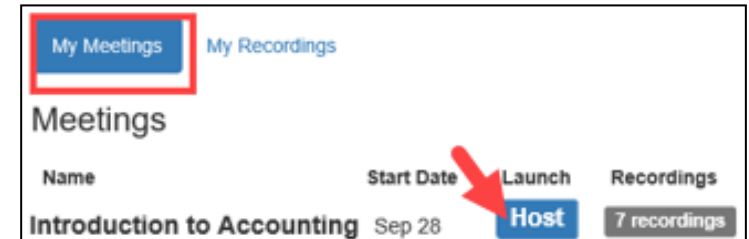
Logging in to your Session

Go to <https://echannelconnect.contactnorth.ca> and login with your email address and provided password.

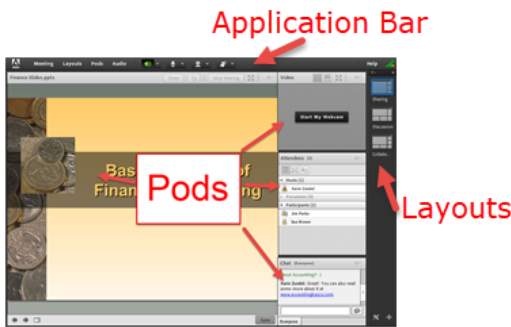
In the **My Meetings** tab, click **Host** (or *Present*) on the desired session.

(Later: click *My Recordings* tab if you record sessions.

Set your password by using the menu with your name in the top right of the page)



If this is your first time accessing a session, the Adobe Connect add-in may install and open. The room will launch in the Adobe Connect add-in.

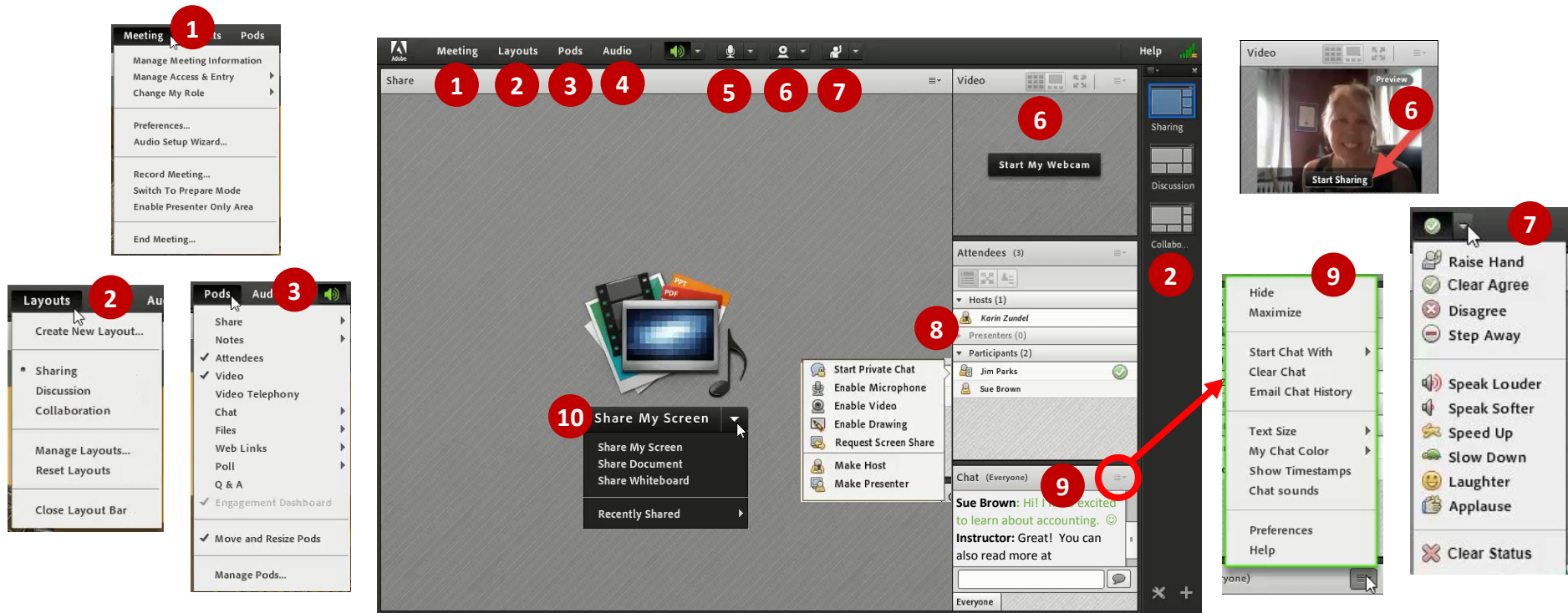


The Adobe Connect meeting room consists of an Application Bar above a number of meeting “pods”. Pods offer varying functions (e.g. Attendees, Chat, Video, and a Share pod for displaying different types of content). The default layout for the pods is the “Sharing” layout. Pod Layout options are available on the right side of the interface. You can move the pods around within each layout, or create new layouts. See next page for further information about hosting an Adobe Connect session.

For Adobe Connect resources, go to <https://echannelconnect.contactnorth.ca/help>

For assistance, call: **Contact North | Contact Nord Technical Assistance Hotline 1-888-850-4628**

Adobe Connect Meeting Host Interface



- 1** Manage session **Preferences**, check your audio setup (**Audio Setup Wizard**), **Record Meeting** and **End Meeting** from the **Meeting** menu.
- 2** Manage your session layout or create a new layout using the **Layouts** menu in the **Application bar**. You can also select or add a layout from the layout bar at the right.
- 3** Add a new pod to the current layout or disable resizing/moving from the **Pods** menu. Select **Manage Pods** to rename or delete pods. Click and drag pods to move them. Adjust their size by hovering over the edge and dragging.
- 4** Select **Audio** to give microphone rights to all participants and to change audio settings.
- 5** Click the **microphone** to talk in the session. Use the drop-down arrow to adjust microphone volume or disconnect.
- 6** Broadcast your webcam image by clicking **Start My Webcam** in the **Video** pod. After previewing, click **Start Sharing**. Use the drop-down beside the webcam icon in the Application Bar to enable webcams for all participants.
- 7** Provide feedback during the session by changing your **status**. Click the arrow on the **Status Options** dropdown list in the Application Bar and select your desired status. For options above the grey line, select **Clear Status** to remove. (Status options below the line will disappear automatically after a few seconds).
- 8** When attendees change their status it will be displayed beside their name in the Attendee pod. Hover over attendee names to access menu items for individuals.
- 9** To send a chat message to everyone in the meeting room, type in the **Chat** pod and hit enter or the Send "bubble". Click over an individual to Start Private Chat. Pod Options menu is found in the top right corner of the Chat pod (to set preferences and manage chat history).
- 10** Select content to display or open a whiteboard space using the dropdown menu from the **Share My Screen** pod. Options to **Draw**, add a pointer, Stop Sharing, and go to full screen will be located along the top of the pod while sharing.

