

Leading Adobe Connect meetings

You have created a meeting room, scheduled an online class or meeting, invited participants, and prepared the room for the day of class by testing your computer system and loading presentations, videos, and other content. You're ready to go. The next step is to enter the virtual meeting room and lead your meeting or class.

From within the Adobe Connect meeting room, you can do the following:

- Invite additional participants by e-mail
- Manage participants
- Share screens and applications for online teaching and demonstrations
- Share documents
- Collaborate with participants by using the whiteboard
- Play prerecorded video clips
- Chat privately or with the entire group
- Use Flash animation to teach concepts
- Deliver presentations, using Microsoft PowerPoint and Adobe Presenter
- Show live video
- Feature multiple presenters
- Stop or pause a class in progress
- Gather feedback with polling
- Promote interaction with breakout rooms
- Document and answer questions

To enter the meeting room:

1. Log in to your Adobe Connect account.
2. Click the Meetings tab.
3. Click the title of the meeting, and click Enter Meeting Room (**Figure 1**).

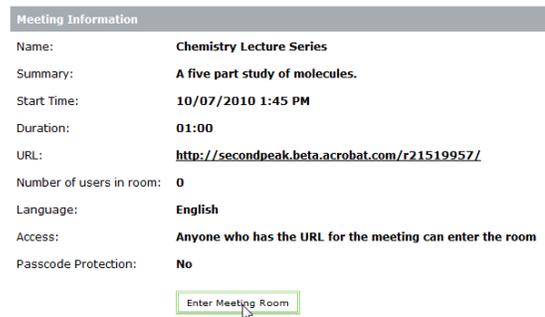


Figure 1 Enter Meeting Room button

Inviting additional participants

Even after your meeting is in progress, you can invite additional participants to join. Use the Meeting menu to send an invitation from your default e-mail program, such as Microsoft Outlook.

To invite additional participants:

1. Click Meeting, click Manage Access & Entry, and select Invite Participants.

A link to the meeting appears automatically
(**Figure 2**).

2. Click Compose E-mail.

Your e-mail program starts, with a new e-mail message created automatically.

3. Enter the addresses for the participants you wish to invite, and send the message.

Note: You may need to start your e-mail program and click Send And Receive or a similar command to send the e-mail.

Invitees can use the link in the e-mail to access the meeting room. If your meeting is set up to accept anyone with the URL, then anyone with the URL can access the meeting room. If your meeting is set up to accept registered users and accepted guests, then non-registered users who attempt to enter the meeting must be granted access by the host to enter the meeting room.

When a non-registered guest attempts to join the meeting, the presenter is prompted to allow or decline the request (**Figure 3**).

You can click Allow Everyone or Deny Everyone. You can also use the check mark or X beside each participant's name to accept or deny each person individually.

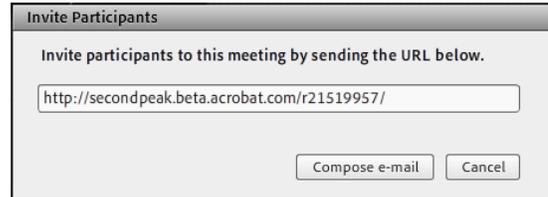


Figure 2 Meeting link



Figure 3 Request to join meeting

Managing participants

Using the Attendee List pod, you can see who is currently participating in the meeting or class.

This is similar to taking roll (**Figure 4**).

A participant can also provide feedback to the host or presenter by using the Raise Hand Settings menu at the top of the window (**Figure 5**).

When a participant chooses feedback in the menu, the icon they select appears beside their name in the Attendees pod (**Figure 6**).

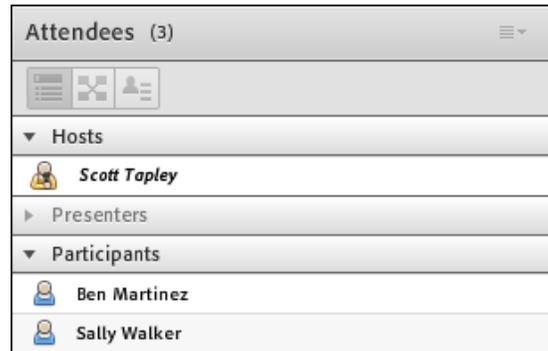


Figure 4 Attendees pod



Figure 5 Raise Hand Settings menu

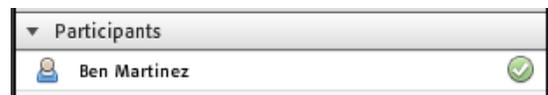


Figure 6 Feedback in the Attendees pod

Sharing files that participants can download

As a meeting host or presenter, you may wish to hand out written assignments, meeting notes, worksheets, and other materials. Or you may want to collect finished documents prepared by the participants. You can do all this by using the document-sharing feature of Adobe Connect. The first step is to upload files to a Files pod in the Adobe Connect meeting room; then users can download these files to their computers. You can add files from your computer or files from the Adobe Connect Content library.

Adobe Connect 8 step-by-step guide

To share files for download in a Files pod:

1. With your meeting room open, open the Layouts menu and choose Collaboration.

The Collaboration layout appears. This layout includes a Files pod (**Figure 7**). You can upload files to the meeting room from your computer or the Adobe Connect Content library.

2. Click Upload File in the Files pod.

The Select Document To Share dialog box appears (**Figure 8**). You can choose from files that you have already uploaded to the meeting room and content in the Adobe Connect Content library. You can also click Browse My Computer and upload new files to share.

3. Click Browse My Computer, locate the file you want to upload, select it, and click Open.

The file you upload is added to the Files pod. Participants can now download this file.

4. To download a file from the Files pod, select it and click Save To My Computer (**Figure 9**).

A download link appears in a new browser window (**Figure 10**).

5. Click the download link.

You have the choice of opening the file or saving it to your computer.

6. To save the file, click the Save File option, and click OK.

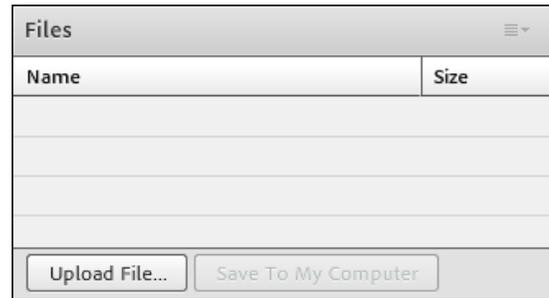


Figure 7 Files pod

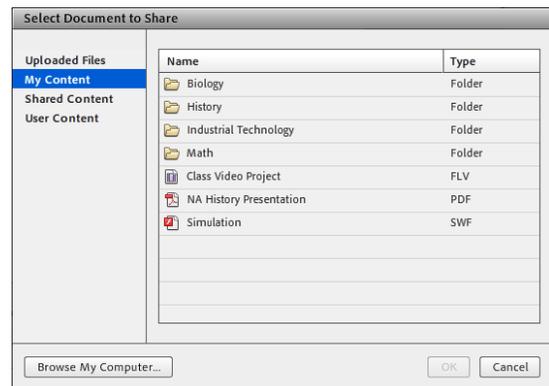


Figure 8 Select Document To Share dialog box

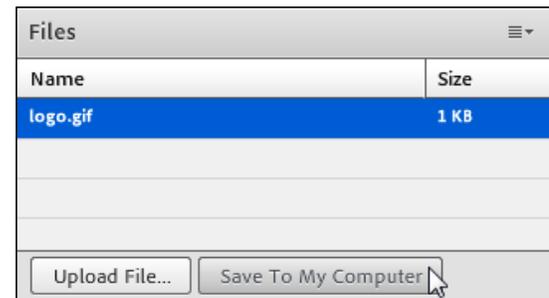


Figure 9 Save To My Computer button



Figure 10 Download link

To remove documents from a Files pod:

In the Files pod, select the document to remove, click the Pod Options button, and click Remove Selected (**Figure 11**).

The file is no longer available for download.

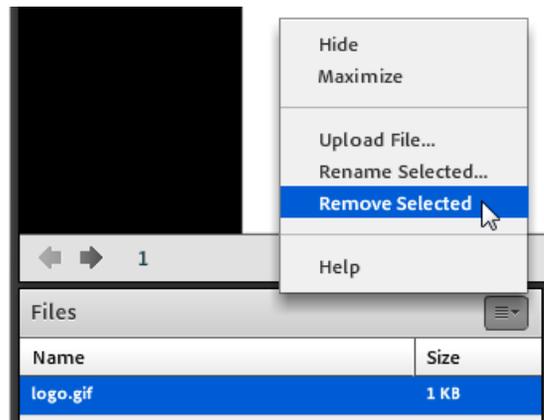


Figure 11 Pod Options menu

Sharing documents, screens and applications in the meeting room

When students are gathered in the same physical location, they benefit from being able to form groups and share computers, learning from one another's experience. Instructors can approach students and offer one-on-one support.

Meeting presenters and participants can achieve this type of collaboration and hands-on support by using the document-sharing, application-sharing and screen-sharing features in Adobe Connect. With application sharing, you can take control of one another's computers remotely, literally moving the mouse pointer of a computer located on the other side of the world. Document-sharing, application-sharing and screen-sharing occurs in a Share pod in the Adobe Connect meeting room.

The following file types can be added to a Share pod:

- Microsoft PowerPoint (PPT)
- Adobe PDF documents
- Flash (SWF)
- Flash Video (FLV)
- HTML
- JPEG and GIF
- MP3 audio
- Adobe Captivate movies
- Zip files

For more information on adding documents to the meeting room and sharing documents in a Share pod, see *Adding and removing content in an Adobe Connect meeting room*.

To share other file types, you can use screen sharing to show an application or your entire desktop.

Adobe Connect 8 step-by-step guide

To add content to a Share pod in a meeting room:

1. Open a new meeting room, and change to the Sharing layout.

A new Share pod is added automatically. If you need to add a new blank Share pod, click the Pods menu, point to Share, and select Add New Share (**Figure 12**).

You can use the pod to add new content for the meeting, share your computer screen, or display a whiteboard.

To add new content to the meeting room, use the Share My Screen menu (**Figure 13**).

Adding new content places it in the meeting room. This content will remain in this meeting room for every meeting unless you remove it.

2. Open the Share My Screen menu and choose Share Document.

The Select Document To Share dialog box appears (**Figure 14**). You can share documents that you've recently uploaded, documents in the Adobe Connect Content library, or click Browse My Computer to locate a file on your hard drive/local area network.

3. Click Browse My Computer, navigate to the folder that contains your content, select it, and click Open.

The content is uploaded to Connect Central and added to the new Share pod (**Figure 15**).

The pod's title bar now displays the name of the selected content. You can size the pod by using the size handle in the lower-right corner. Use the controls below the pod to test the content.

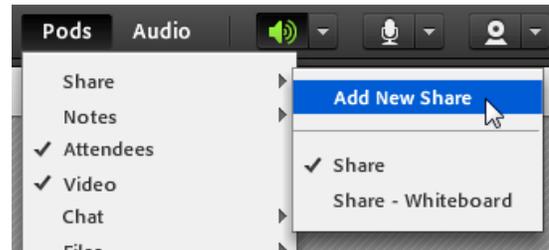


Figure 12 Pods menu



Figure 13 Share My Screen menu

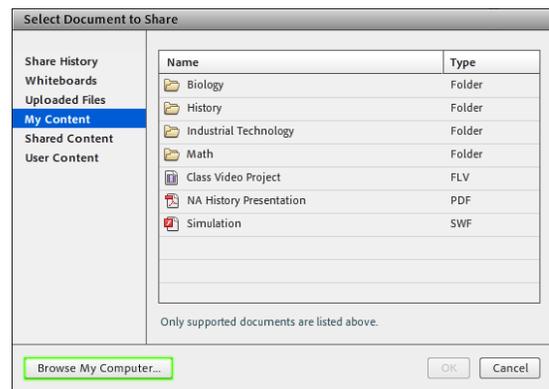


Figure 14 Select Document to Share dialog box

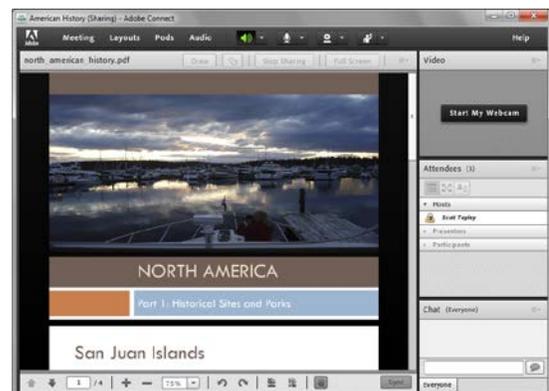


Figure 15 Content in Share pod

4. Click the Pod Options menu and choose Hide (Figure 16).
5. To reopen a Share pod, click the Pods menu, point to Share, and select the name of the Share pod you want to open (Figure 17).

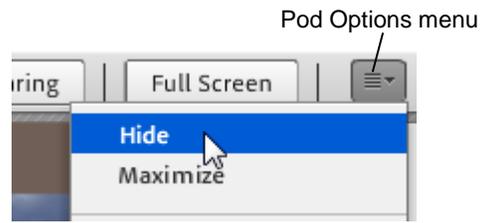


Figure 16 Pod Options menu

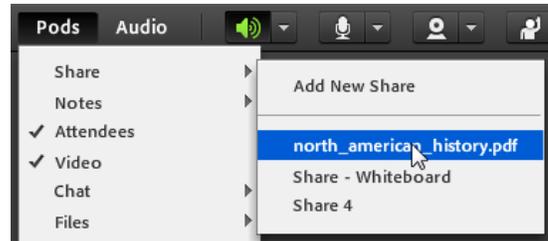


Figure 17 Pods menu

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To share your screen:

1. Open a new Share pod.

You can open a new Share pod by clicking the Pods menu, pointing to Share, and clicking Add New Share.

2. Open the Share My Screen menu and choose Share My Screen (**Figure 18**).

The Start Screen Sharing dialog box appears (**Figure 19**). You can share your desktop (entire screen), an open application of your choice, or the active window.

To share a specific application, select the Applications option and then select from the list of specific applications.

3. Click Share.

The meeting window is minimized. If you selected full screen, your entire screen is now visible to all participants.

Pace yourself as you make changes on your screen. It may take others' computers a few seconds to catch up with your actions.

4. To stop sharing, return to the Adobe Connect meeting room window and click Stop Sharing (**Figure 20**).



Figure 18 Share My Screen button

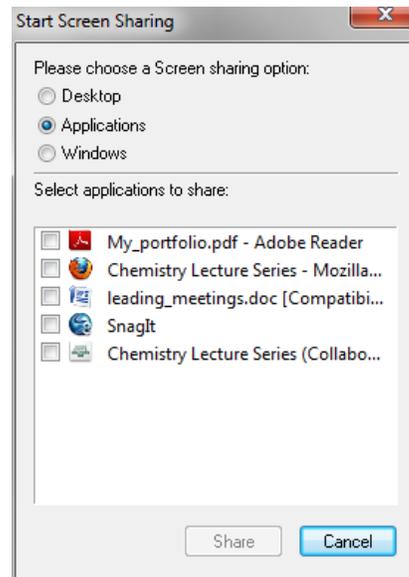


Figure 19 Start Screen Sharing dialog box

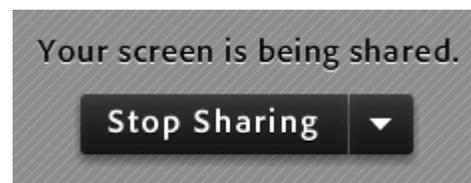


Figure 20 Stop Sharing button

To promote other participants as presenters:

To promote participants to presenters, click a participant in the Attendees pod and choose Make Presenter (**Figure 21**).

Promoting a participant to the Presenter role gives them the ability to share documents, their screen or applications with the rest of the group. After promoting a participant to presenter, they appear in the Presenters group in the Attendees pod (**Figure 22**).

Note: The host can also drag-and-drop attendees between the Presenters and Participants sections in the Attendees pod to change roles.

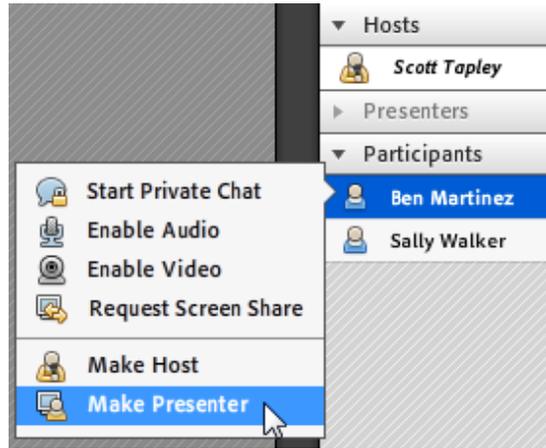


Figure 21 Promoting a participant

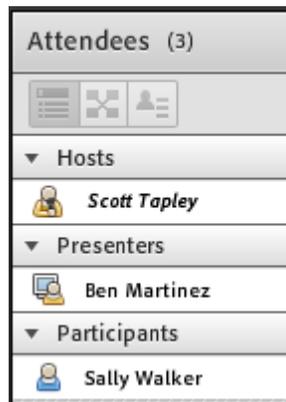


Figure 22 Attendees pod

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To share screen control and applications:

If a meeting room includes two or more presenters and one presenter is screen-sharing, another presenter can request remote control of another's screen.

1. To request control of another presenters screen, click the Request Control button at the top of the Share pod (**Figure 23**).

When another presenter requests control, the request appears in your application or meeting window (**Figure 24**).

2. Accept or decline the request.

If you accept the request, the other presenter is able to control your computer screen or application. To regain control of your screen, the presenter with control must click the Release Control button (**Figure 25**).

3. When you finish sharing your screen, click Stop Sharing (**Figure 26**).



Figure 23 Request Control button



Figure 24 Accept or Decline screen control



Figure 25 Release Control button

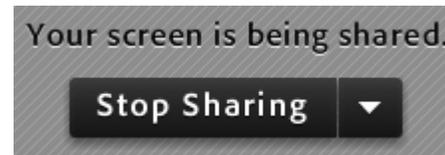


Figure 26 Stop Sharing button

Using the whiteboard

The virtual whiteboard in Adobe Connect works much like a physical whiteboard or chalkboard in a classroom. You can add text, draw on the whiteboard, or annotate presentation slides or application screens on your computer. The whiteboard also includes basic drawing tools. Unlike a real classroom, Adobe Connect has an unlimited number of boards so you can start fresh as often as you like, returning to your previous drawings as needed. You can place a whiteboard inside any Share pod by using the Pods menu, the Share Whiteboard button, or the Pod Options pop-up menu (Figures 27, 28, and 29).

To use the whiteboard:

1. Open the Layouts menu and choose Collaboration.

The Collaboration layout automatically shows a whiteboard.

In the Collaboration layout, the whiteboard takes up most of the window.

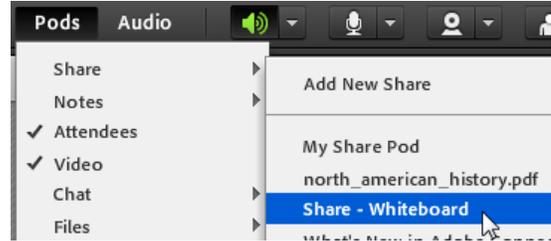


Figure 27 Whiteboard in the Pods menu



Figure 28 Whiteboards button in the Share pod

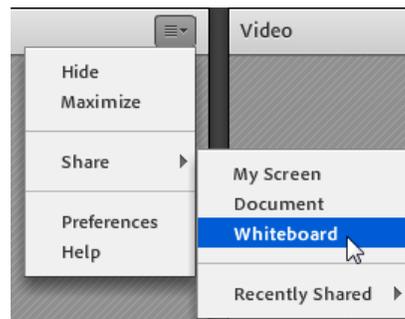


Figure 29 Whiteboard in the Pod Options pop-up menu

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2. Experiment with the whiteboard drawing tools, located at the top of the whiteboard (**Figure 30**).

The whiteboard tools include a pencil for drawing freeform, and a colored highlighter (**Figure 31**). When you select the pencil or highlighter, additional tool options appear for selecting the color and stroke (thickness) of the drawings.

The whiteboard tools also include several tools for drawing lines and shapes (**Figure 32**). With a shape or line tool selected, additional options appear for selecting the line color, fill color, stroke, and opacity of the drawings.

3. Click the right-pointing arrow in the lower-left of the whiteboard to begin drawing on a fresh section.
4. To view a new whiteboard, click the Pod Options menu, point to Share, and click Whiteboard.

A new whiteboard is created. The original whiteboard still exists.

You can switch among whiteboards by opening the Pod Options menu, pointing to Share, pointing to Recently Shared, and choosing a different whiteboard (**Figure 33**).

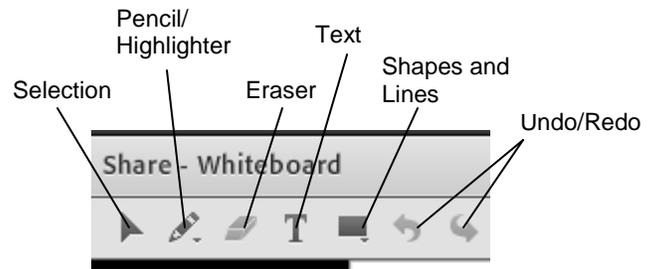


Figure 30 Whiteboard tools

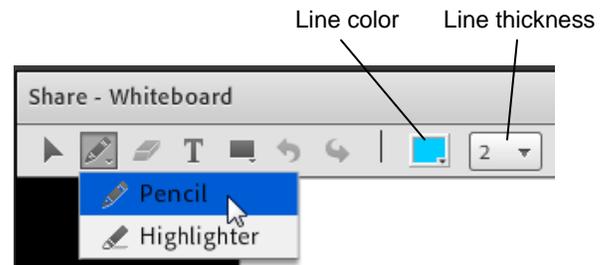


Figure 31 Pencil and highlighter tools

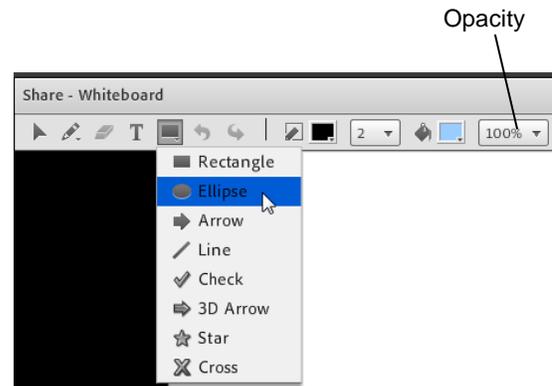


Figure 32 Shape and line tools

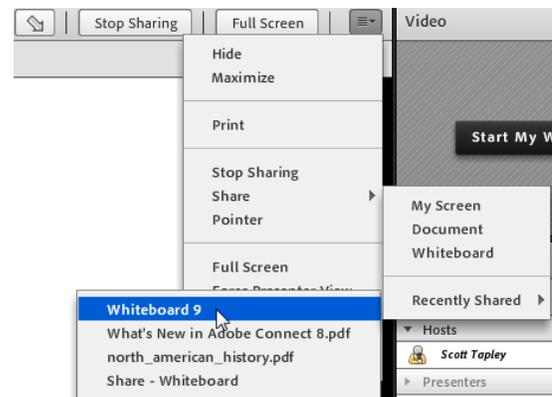


Figure 33 Pop Options menu

Delivering Microsoft PowerPoint presentations and Adobe Presentations

You can use Adobe Connect to show presentations created in PowerPoint or Adobe Presentations you have uploaded to the Adobe Connect Content library.

To deliver presentations:

1. Open a blank Share pod and share a PowerPoint presentation from your computer or an Adobe Presentation from the Adobe Connect Content library.

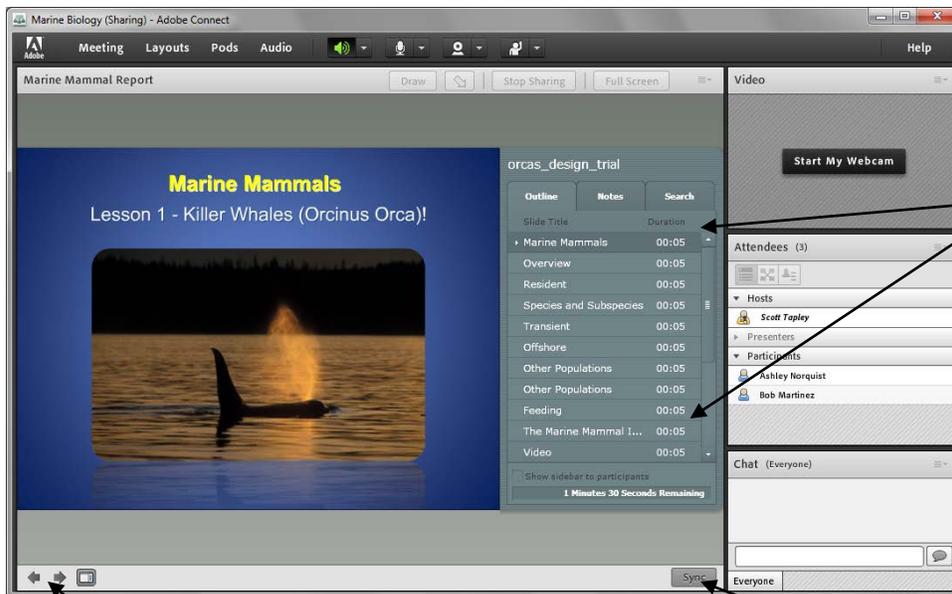
Note: For instructions on adding content to a meeting room, see *Adding Content to an Adobe Connect meeting room*.

2. Click the Show/Hide Sidebar button (**Figure 34**).

The presentation sidebar appears to the right of the presentation (**Figure 35**). You may need to maximize your browser window to see this. The sidebar includes controls for navigating and searching for content in the presentation. Additional navigation controls appear below the presentation.



Figure 34 Show/Hide Sidebar button



Previous Slide and Next Slide buttons

Figure 35 Presentation controls

Controls for navigating slides

Synchronize the navigation of your presentation with participant computers.

Adobe Connect 8 step-by-step guide

3. Click the Draw button at the top of the Share pod (Figure 36).

You can now use the whiteboard tools to annotate your slides (Figure 37).

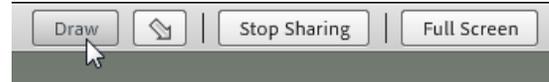


Figure 36 Draw button

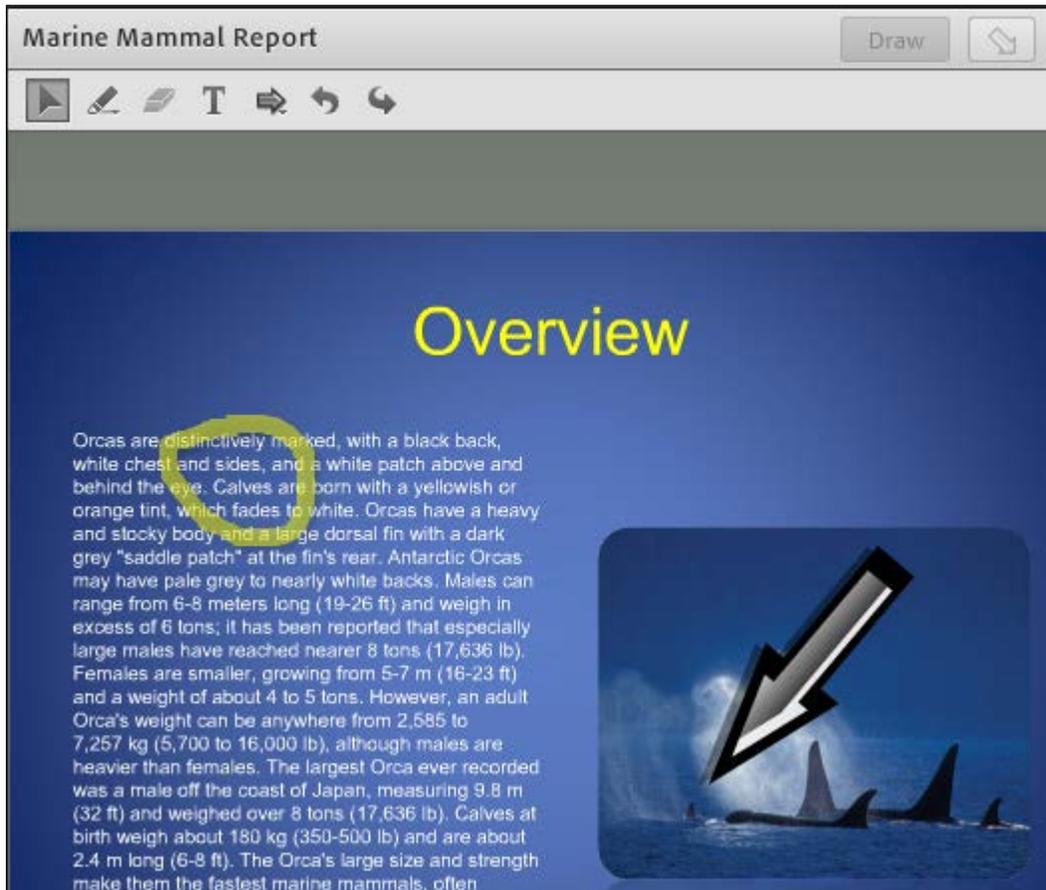


Figure 37 Using whiteboard drawing tools

Viewing pods in the Presenter Only Area

As a meeting host, you can place pods offstage—that is, anywhere that is not taken up by the Stage, menu bar, or layout navigation bar. Other hosts and presenters can see pods you place offstage in the Presenter Only Area, but participants cannot see them. Thus you and other presenters can have private pods for notes, text messages, and so on.

To view pods in the Presenter Only Area:

1. Open Meeting menu and choose Enable Presenter Only Area (**Figure 38**).
The window expands to show pods visible only to hosts and presenters (**Figure 39**).
You can add pods to the Presenter Only Area and remove them as needed.
2. Change the size of the Presenter Only Area by dragging the handle along the left border of the Presenter Only Area (**Figure 40**).
3. Open the Meeting menu and choose Disable Presenter Only Area to hide the Presenter Only Area.

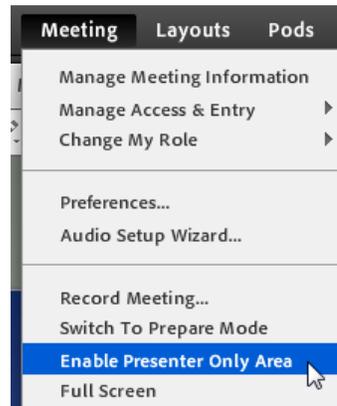


Figure 38 Enable Presenter Only Area



Figure 39 Presenter Only Area



Figure 40 Drag the border to size the Presenter Only Area

Chatting during meetings

The Chat pod is used to conduct side-conversations during a meeting or virtual class, without disrupting the flow of the presentation, narrative, or discussion. Attendees can chat privately with other attendees, or with the entire group. When having private chats with more than one participant, you run the risk accidentally sending a private message to the wrong person or to the entire group. To avoid this, Adobe Connect divides your conversations into separate tabs. When chatting with multiple people, you may find it helpful to assign unique colors to each participant. Color coded chat helps to quickly identify who is saying what during a group chat.

By default, all participants can chat privately, however the meeting host can disable private chat between participants. The Sharing, Discussion, and Collaboration layouts all include a Chat pod by default.

To chat with the entire group:

1. Open the Layouts menu and change to one of the default layouts. You can choose Sharing, Discussion, or Collaboration.

The layout includes one blank Chat pod for chatting with everyone (**Figure 41**).

2. To send a chat message to everyone in the meeting, click in the empty box at the bottom of the Chat pod. Type your message and press Enter or click the Send button (**Figure 41**).

3. The message you type appears in the Chat pod in everyone's meeting window.

When someone replies, the reply also appears in everyone's meeting window (**Figure 42**).

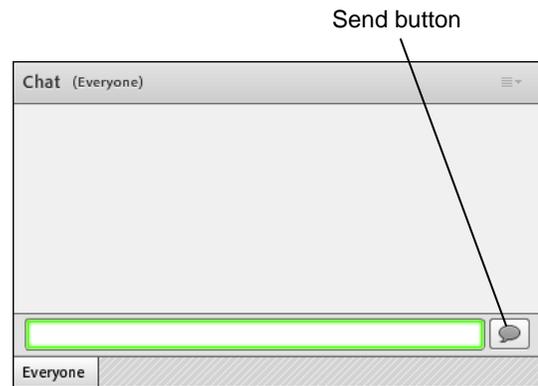


Figure 41 Chat pod

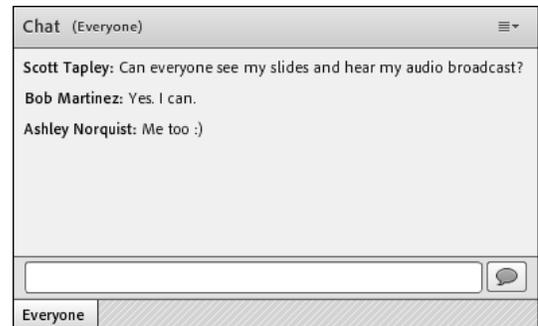


Figure 42 Chat pod

To clear the Chat pod:

Click the Pod Options menu and choose Clear Chat.

A message shows that the chat history has been cleared (**Figure 43**).



Figure 43 Cleared chat history

To change your chat text color:

1. Click the Chat Pod Options menu, point to My Chat Color, and select a color for your chat text (**Figure 44**).
2. Send a message in the Chat pod.

Any previous messages that you've entered remain their original color (black is the default). But any new chat takes on the color you selected (**Figure 45**).

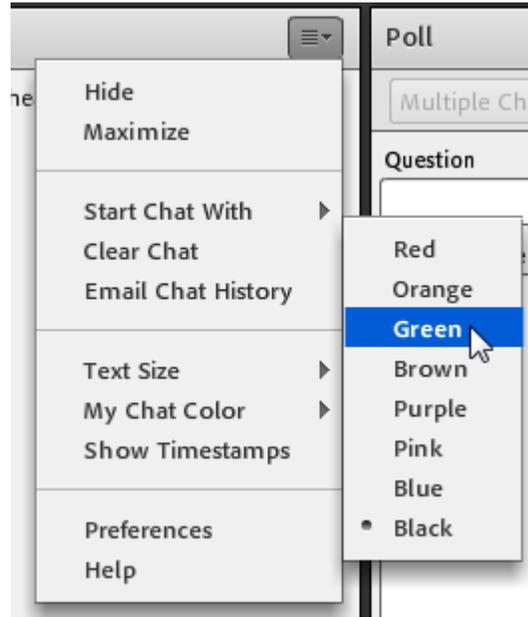


Figure 44 Change My Chat Color

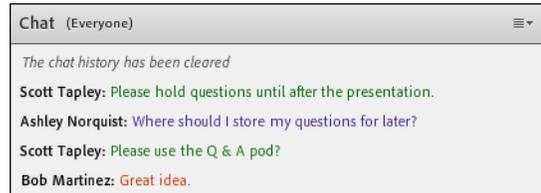


Figure 45 Color coded chat

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To chat privately:

1. Point to anyone in the Attendees pod and click Start Private Chat (**Figure 46**).

A new tab in the Chat pod appears.

Note: The tab takes on the name of the person with whom you are chatting (**Figure 47**). Your name appears in the tab of the other person's Chat pod.

2. To switch between conversations, use the tabs at the bottom of the Chat pod.

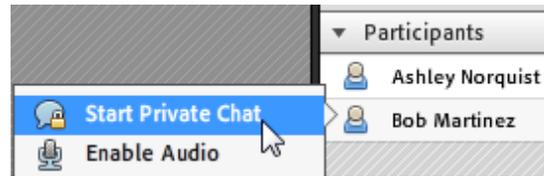


Figure 46 Start Private Chat

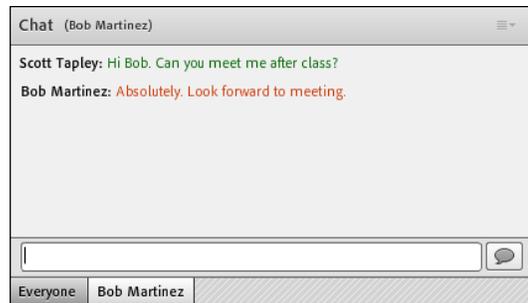


Figure 47 Separate tab for private chat

Using the Q & A pod

The Q & A pod makes it easy to handle questions during meetings. The Q & A pod is visible to all attendees. The Q & A pod has two views; Participant View and Presenter View:

- *Participant View* displays questions with answers.
- Use *Presenter View* to manage questions and answer them.

Presenter view is only available to presenters and hosts.

When presenting to a large group, it can be helpful to have a second presenter in the meeting to answer questions while you present. You can select a question in the Presenter View and assign it to another presenter or host. You can also choose to answer questions publicly (everyone can see the answer) or privately.

The Q & A pod offers advantages over the Chat pod for answering and tracking participant questions. Using the Q & A pod, a meeting host or presenter can quickly sort questions by viewing all questions, questions that have been answered, or unanswered questions.

The Q & A pod is not included in the three default layouts. You can create a custom meeting room layout that includes a Q & A pod, or open a new Q & A pod at any time during a meeting.

To view and answer questions in the Q & A pod:

1. Open the Pods menu and choose Q & A.
2. Click the Participant View button at the top of the Q & A pod (**Figure 48**).

The Participant View includes a text box at the bottom of the pod for asking questions (**Figure 49**).

3. Click the Presenter View button to return to Presenter View.

When participants ask questions, they appear in the Q & A pod (**Figure 50**). Some questions are too long to read in the pod. To view the entire question, you can click the question to expand it.

4. Click to expand a question.

You can delete the question or assign the question to another presenter or host (**Figure 51**).

5. To assign the question to another presenter or host, click Assign To and choose the person to whom you want to assign the question (**Figure 52**).

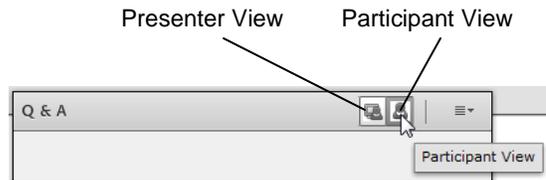


Figure 48 Q & A pod



Figure 49 Participant View in Q & A pod

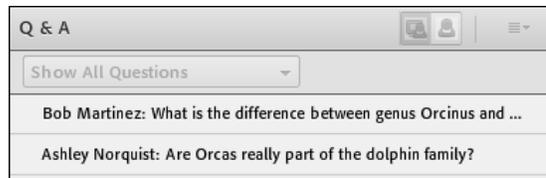


Figure 50 Questions in the Q & A pod

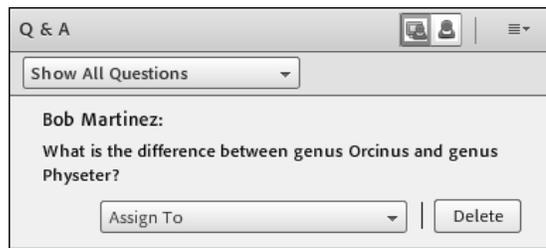


Figure 51 Expanded question

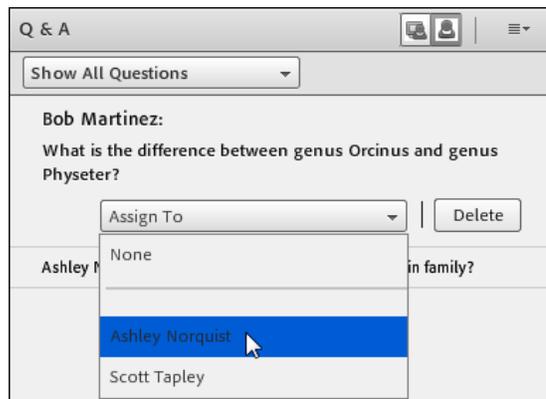


Figure 52 Assign To menu

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6. To answer a question, select it in the Q & A pod, and then use the text box at the bottom of the Q & A pod to type your answer (**Figure 53**).

You can share the answer with the entire group, or only the person who asked the question (**Figure 53**).

7. Click the Send To All button to share your answer with everyone in the meeting room.

When you click Send To All, the answer displays in Presenter View (**Figure 54**) and in Participant View (**Figure 55**).

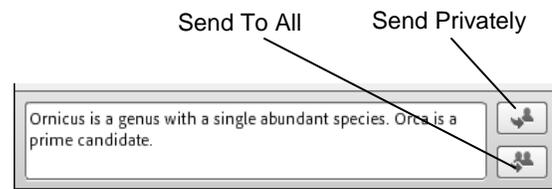


Figure 53 Answer a question in the Q & A pod

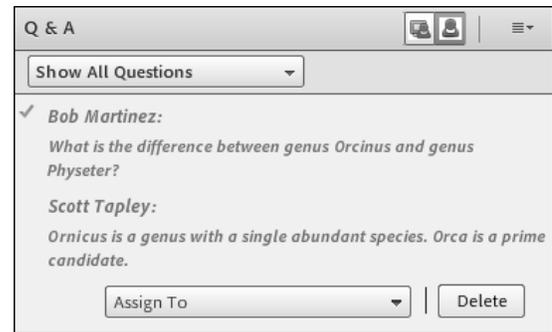


Figure 54 Presenter View Q & A pod

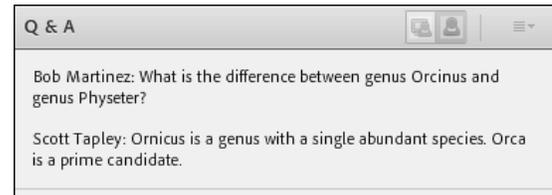


Figure 55 Participant View Q & A pod

To sort questions in the Q & A pod:

1. Open the Pods menu and choose Q & A.
2. Click to open the Show Questions menu and choose how you want to sort the questions (**Figure 56**).

You can view All Questions (the default). Choose Show All Open Questions to view unanswered questions. Choose Show Answered Questions to view answered questions only. Or, choose Show My Questions to show only questions that you have added to the Q & A pod.

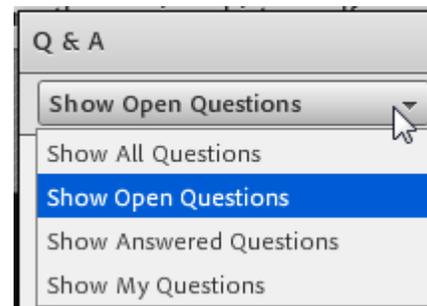


Figure 56 Show Questions menu

Playing video clips

As a meeting leader, you can upload Flash Video (FLV) files to use in an Adobe Connect meeting room. It is possible to create FLV files by using Adobe Flash, Adobe Premiere, Adobe Media Encoder, or other video production tools. With these tools, you can create video files with settings that change the quality of audio and video. Unfortunately, high-quality audio and video typically require large files. If you present a video file from within an Adobe Connect meeting, consider the Internet connection speed of your participants to ensure a good experience. Participants on dial-up connections may be unable to view extremely high-quality content.

Some tools, such as Flash, allow you to create video files with the .swf filename extension. You can also upload these files as content for your meeting.

1. Open a new Share pod and add the FLV (or SWF) video file to the meeting room.

Note: For instructions on adding content to the meeting room, see *Adding content to an Adobe Connect meeting room*.

You can drag the handle in the lower-right corner to resize the pod.

2. Use the controls below the video to control playback (**Figure 57**).



Figure 57 FLV video in a Share pod

Playing Flash animations

Adobe Connect supports Flash movies. Publish your Flash movie with the SWF filename extension and then load the content into a new Share pod. You can open the pod and play animation from within an Adobe Connect meeting.

To play Flash animations:

Open a new Share pod and add the SWF file to the meeting room.

Note: For instructions on adding content to the meeting room, see *Adding content to an Adobe Connect meeting room*.

The SWF file plays automatically in the Share pod (**Figure 58**).

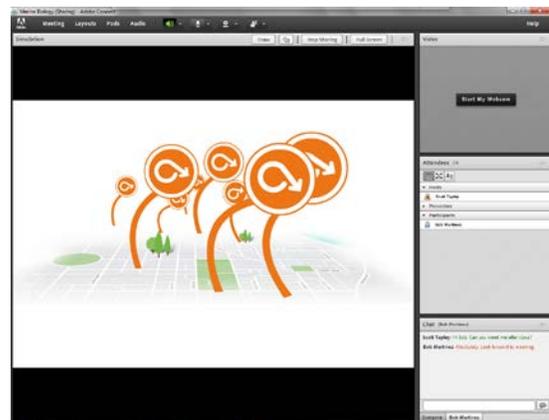


Figure 58 SWF file playing in a Share pod

Broadcasting web video during a meeting

Video adds a human element to your virtual classrooms and online meetings. Hosts, presenters, and participants can simultaneously share video from webcams connected to their computers. Before you broadcast video, you'll need to set up and test your webcam. The meeting host controls who can share video during a meeting.

To setup and broadcast video using your webcam :

1. Enter the meeting room. Ensure that the Video pod is open in the meeting room. You can open the Video pod from the Pods menu.

Note: The Collaboration layout includes a Video pod by default.

2. Ensure that your camera is plugged in and working properly.

Note: You may need to install drivers.

3. In the Video pod, click Start My Webcam (**Figure 59**).

Note: You can also click the Start My Webcam button in the Menu bar (**Figure 60**).

4. If prompted, grant permission to Flash Player to access your camera and microphone in the dialog box that appears.
5. Ensure that you can see a preview of the video in the Video pod. (**Figure 61**). The video will not broadcast until you click Start Sharing
6. Click Start Sharing to broadcast video.
7. To stop broadcasting video, click Stop My Webcam in the Video pod (**Figure 62**).

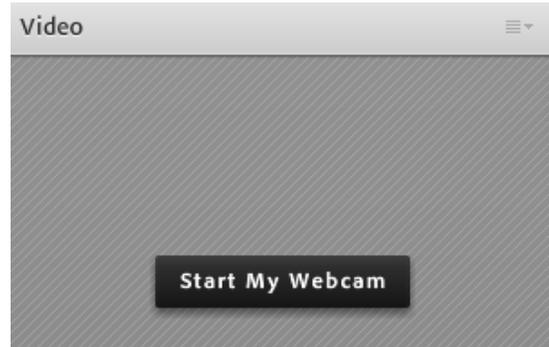


Figure 59 Video pod



Figure 60 Start My Webcam button



Figure 61 Video preview

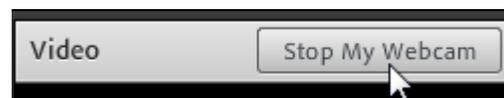


Figure 62 Stop My Webcam button

To enable participant video during a meeting:

To enable video for all participants, click the Share My Video button and choose Enable Webcam For Participants (Figure 63).

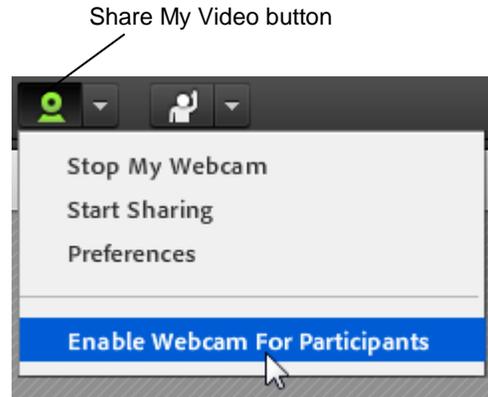


Figure 63 Enable video for all participants

Gathering feedback by polling

You can use polling to gather live feedback from participants while allowing them to remain anonymous. Polling questions can be either multiple-choice or multiple-answer. You can view the results instantly and then broadcast them to the entire class if you choose.

To gather feedback by polling:

1. Open the Layouts menu and choose Discussion.
The Discussion layout includes a Poll pod by default (Figure 64).
You can use the pop-up menu to change the type of polling question (Figure 65).
2. Click inside the Question text box to place the insertion point.

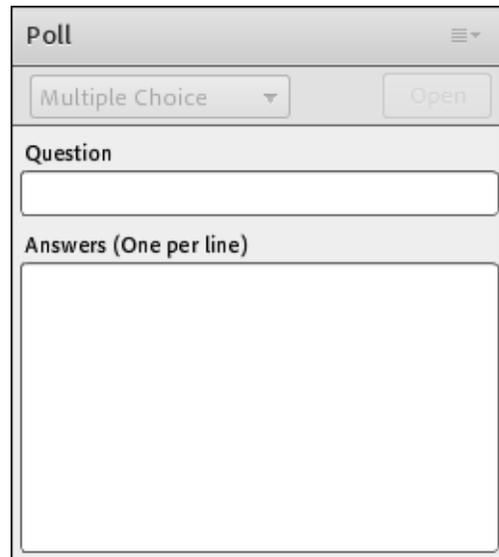


Figure 64 Poll pod

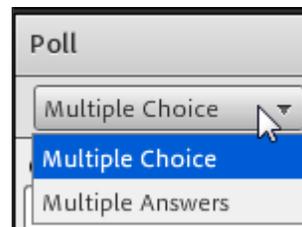


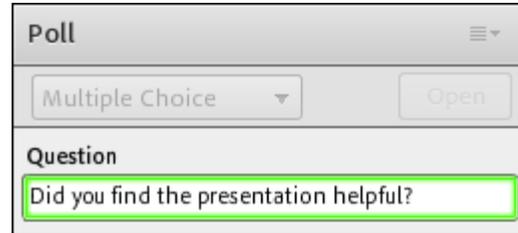
Figure 65 Polling question types

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3. Type a question (**Figure 66**).
4. Click inside the Answers text box to place the insertion point.
5. Type each answer option on a separate line (**Figure 67**).
6. Click Open to start the voting.

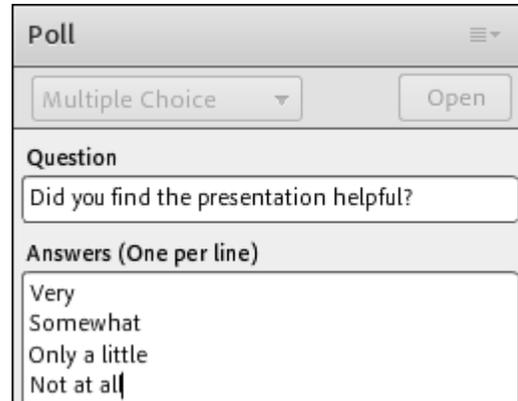
All participants can now see the poll and enter a vote (**Figure 68**).

You can click the Prepare button to close the poll and make changes.



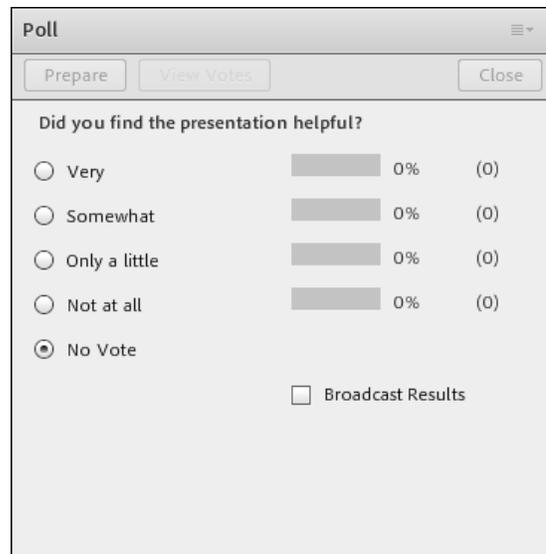
The screenshot shows a 'Poll' window with a 'Multiple Choice' dropdown menu and an 'Open' button. The 'Question' field contains the text 'Did you find the presentation helpful?' and is highlighted with a green border.

Figure 66 Entering a question



The screenshot shows the 'Poll' window with the question 'Did you find the presentation helpful?' entered. Below the question, the 'Answers (One per line)' field contains the following options: 'Very', 'Somewhat', 'Only a little', and 'Not at all'.

Figure 67 Entering answer options



The screenshot shows the 'Poll' window with the question 'Did you find the presentation helpful?' and four radio button options: 'Very', 'Somewhat', 'Only a little', and 'Not at all'. Each option has a progress bar showing 0% and a count of (0). The 'No Vote' option is selected. There is also a 'Broadcast Results' checkbox.

Figure 68 Poll opened to participants

As participants vote, the results of the poll are updated automatically (on the presenter's screen only) **(Figure 69)**.

Participants do not see the results of the poll unless you select the Broadcast Results option.

7. Click the Pod Options button in the upper-right corner of the pod.

You can use the Pod Options menu to clear all answers and use the poll again. You can also begin a new poll **(Figure 70)**. Each new poll is saved so you can open it by clicking Select Poll in the pop-up menu.

If you select Broadcast Results, the poll results are visible to all participants.

8. Click Clear All Answers in the pop-up menu.
9. Click Close **(Figure 71)** to close the Poll.

The poll now appears inactive on participants' screens.

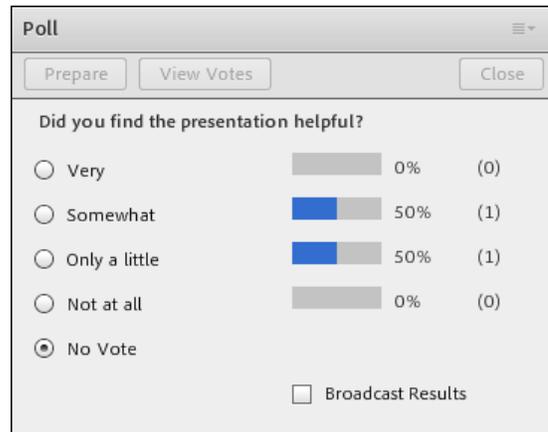


Figure 69 Poll responses

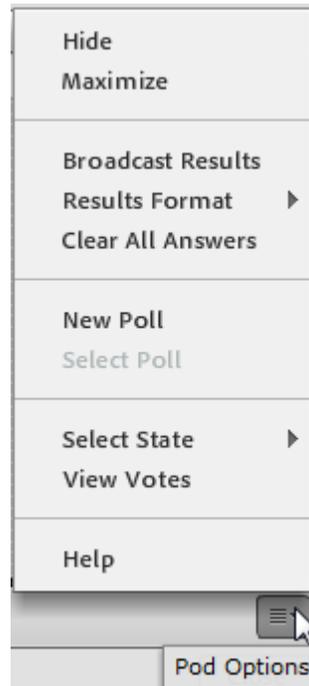


Figure 70 Poll options



Figure 71 Close button

Promoting interaction with breakout rooms

Adobe Connect meeting rooms include virtual breakout rooms that enable a meeting presenter to divide the meeting into small workgroups. The participants in each breakout room can then hold private meetings. The breakout rooms include the same features as the main meeting room, such as video, audio, document sharing, and chat.

The Breakout rooms are managed in the Attendees pod by changing to Breakout View. The meeting host or presenter can divide the main meeting room into smaller virtual meeting rooms and then assigns each participant to a breakout. The host or presenter can move between breakouts and offer support or interact with the smaller groups. The presenter can also reorganize participants into different groups (rotating participants between groups) or call everyone back into the main meeting room.

To promote interaction:

1. Open the Layouts menu and choose Discussion.

The Discussion layout includes a little extra space for the Attendees pod, which can make it easier to manage breakout rooms.

2. In the Attendees pod, click the Breakout Room View button (**Figure 72**).

There are three breakout rooms by default (**Figure 73**). If you need to add more breakout rooms, use the Create A New Breakout Room button (plus sign).

The next step is to place participants in rooms.

You can point to a participant and choose a breakout room (**Figure 74**). You can also drag-and-drop participants between breakout rooms.

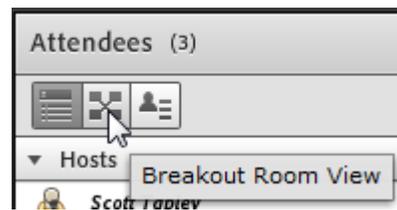


Figure 72 Breakout Room View button

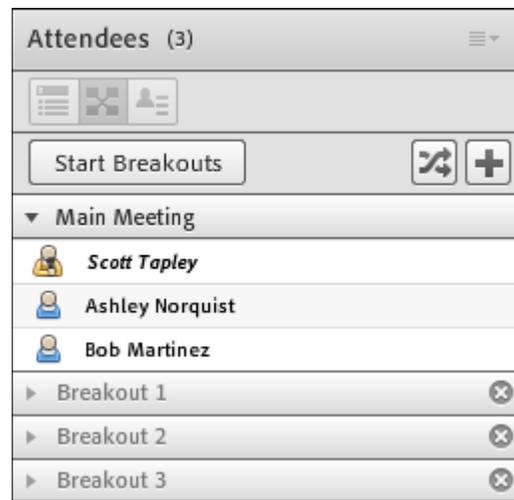


Figure 73 Breakout Room View

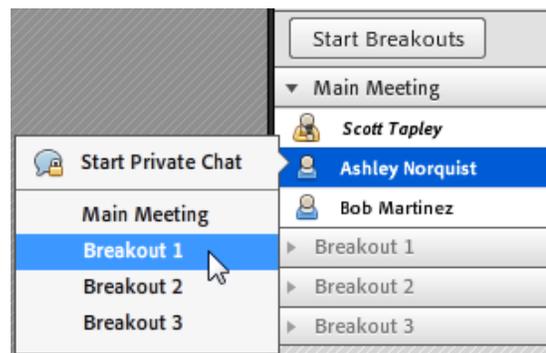


Figure 74 Breakout Room View

3. Click the Evenly Distribute From Main button (Figure 75).

This assigns the participants to breakout rooms as evenly as possible.

Expand the breakout rooms to see which participants are in each group (Figure 76). If you end up with participants alone in a breakout room, simply drag them into another room (Figure 77).

4. Click Start Breakouts.

A message tells you that breakouts are now in session (Figure 78). Each group can now conduct a private meeting.

5. Click OK to close the message.

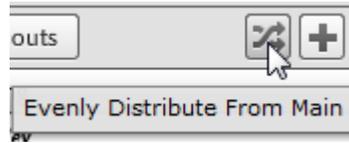


Figure 75 Evenly Distribute From Main button



Figure 76 Expanded breakout rooms



Figure 77 Drag-and-drop participants between breakout rooms

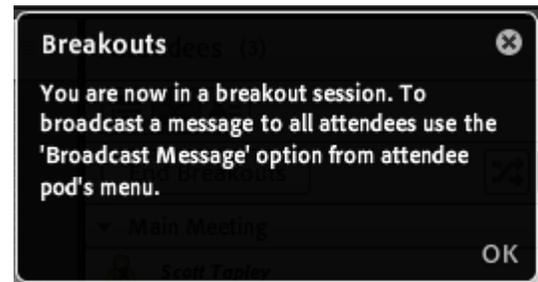


Figure 78 Breakout in session message

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6. To broadcast a message to all breakout rooms, open the Pod Options menu and choose Broadcast Message.

A Broadcast Message dialog box appears (**Figure 79**).

7. Enter your message and click Send.
8. To end the breakout session, click End Breakouts (**Figure 80**).

All participants now see what is being displayed in the main meeting room.

The participants are still divided into their groups in the Breakout Rooms View so you can quickly return to the same breakout configuration at a later time.

9. Click the Attendee View button to return the Attendees pod to its default view (**Figure 81**).

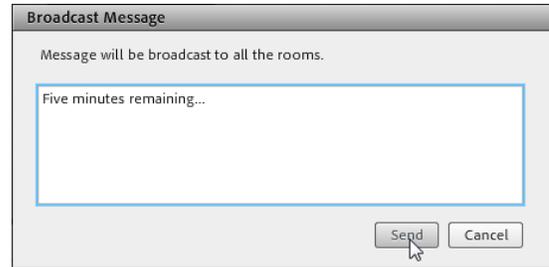


Figure 79 Broadcast Message

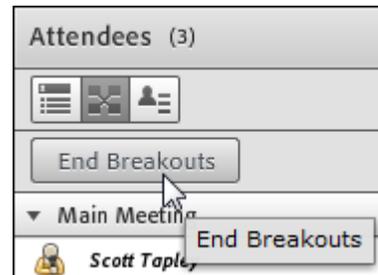


Figure 80 End Breakouts



Figure 81 Attendee View button

Adding discussion notes to a meeting or virtual class

Presenters can add discussion notes in a Discussion Notes pod in an Adobe Connect meeting room. Presenters and hosts can add notes and participants can view them. To make the notes available after the meeting, a presenter or host can export the notes to a text file and email the file to the participants.

Presenters and hosts can use the Discussion Notes pod formatting icons to apply formatting changes to your notes. These icons include bold, italic, and underline. You can also change the text color and size, and create bulleted lists. Changes to both text size and color will be seen by all participants. When formatting text in the Discussion Notes pod, you can also use keyboard shortcuts to quickly apply the following text styles:

- Bold: Ctrl+B (Windows) or Cmd+B (Mac OS)
- Italic: Ctrl+I (Windows) or Cmd+I (Mac OS)
- Underline: Ctrl+U (Windows) or Cmd+U (Mac OS)

To use the Discussion Notes pod:

1. Open the Layouts menu and choose Discussion.
The Discussion layout includes a Discussion Notes pod by default
2. Enter notes in the Discussion Notes pod and use the formatting tools at the top of the pod to format your text (**Figure 82**).

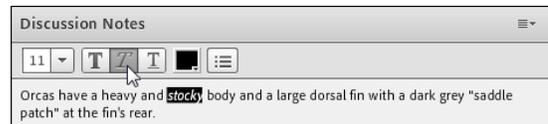


Figure 82 Discussion Notes pod

To export and email discussion notes to attendees:

1. In the Discussion Notes pod, click the Pod Options menu, point to Export Note, and choose Email Note (**Figure 83**).
The Email Note dialog box appears (**Figure 84**).
Note: You can also export the notes as a text file (RTF) and then load the file into the meeting room Files pod so that participants can download the file.
2. Enter one or more email addresses, separated by commas, and click Send.

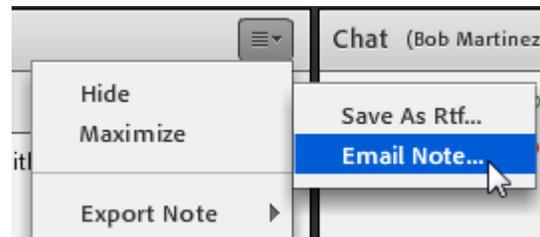


Figure 83 Pop Options menu

A message appears briefly informing you that your notes have been emailed.

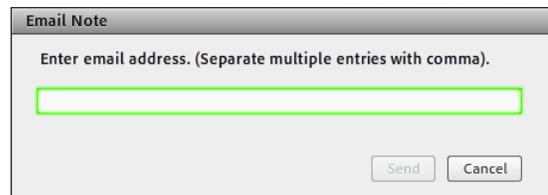


Figure 84 Email Note dialog box

Ending a meeting

When a meeting is over, you can end the meeting to ensure that no one remains in the meeting room.

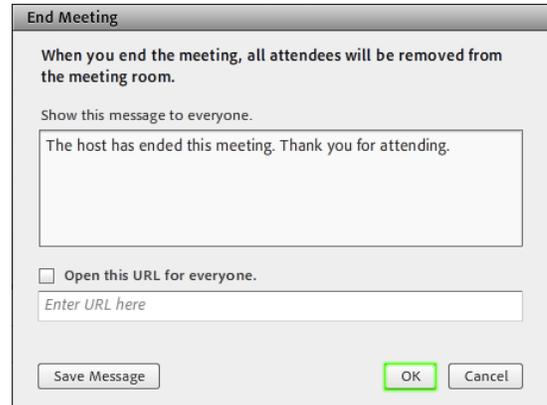
To end a meeting:

1. Click the Meeting menu and click End Meeting

The End Meeting dialog box appears (**Figure 85**).

You can change the message participants see when the meeting is over. You can also include a URL to direct meeting attendees to another web page automatically. For example, you can direct them to an online survey to evaluate the meeting or virtual class.

2. Click OK to end the meeting.



The image shows a dialog box titled "End Meeting". It contains the following text and controls:

- Header: End Meeting
- Warning: When you end the meeting, all attendees will be removed from the meeting room.
- Option: Show this message to everyone.
- Message field: A text box containing "The host has ended this meeting. Thank you for attending."
- Option: Open this URL for everyone.
- URL field: A text box with the placeholder "Enter URL here".
- Buttons: "Save Message", "OK", and "Cancel".

Figure 85 End Meeting dialog box