

**Introduction to Adobe Connect**

**Course Number:** TELE-102  
**Duration:** 0.5 days

**Overview**

[Adobe Connect](https://www.adobe.com/products/adobeconnect.html) is a modern, engaging, and interactive platform for conducting online meetings, courses, seminars, or other shared virtual sessions. The platform includes an interface for all users and roles, breakout room and layout management capabilities, accessibility features, modern sharing options, intuitive attendee management systems, and more.

In this half-day, hands-on Adobe Connect class, participants learn how to use its wide array of features to conduct successful meetings.

**Prerequisites**

No prior experience is presumed.

**Materials**

All attendees receive a quick reference covering the techniques shown in the class.

**Software Needed on Each Student PC**

All attendees require a computer with Adobe Connect installed and tested, as well as a headset with microphone connected to the computer.

**Objectives**

* Create and configure meetings
* Share screens and PowerPoint slides
* Work with microphones and speakers
* Invite and manage attendees

**Outline**

* Create and Access Your Meetings
  + Creating a Meeting
  + Configuring Your Meeting
  + Sending Meeting Notifications
  + Editing an Existing Meeting
* Sharing Your Screen and Communicating
  + Share Choices: Desktop, Windows, or Applications
  + View and Use Chat (including public and private messages)
  + Controlling Your WebCam
  + Monitoring Your Screenshare
* Sharing PowerPoint Content
  + Using the Share Document Feature
  + Accessing the Content via the Share Pod
  + Other Supported Share Pod Content: images, video, and audio
* Audio Communications with VoIP
  + Activating the Audio Setup Wizard
  + Selecting the Correct Microphone and Speakers
  + Testing the Microphone and Speakers
  + Muting/Unmuting the Microphone
  + Setting Speaker Volume
  + Muting/Unmuting Your Attendees
* Sharing Webcam Video
  + Start My Webcam
  + Using Multiple Webcams (if needed)
  + Tips for Optimum Lighting and On Screen Presence
* Inviting Attendees
  + Managing Access and Entry
  + Composing an Email Invitation
  + Time Zone Considerations
  + Allowing/Denying Entry as Attendees Arrive
* Managing Attendees
  + Understanding the 3 Main Roles: Host, Presenter, and Participant
  + Giving Presenter Control to a Guest and Taking it Back
  + Requesting Mouse/Keyboard Control from the Presenter
  + Yielding Mouse/Keyboard Control to a Participant
* Additional Time for Q&A
* Conclusion