Getting Started with Adobe Connect Webinars

Create and Access Your Webinar

1. Navigate to your Adobe Connect URL in your favorite web browser.
2. Login with your Adobe Connect username (usually your email address) and password. If you don't know your password, click the "Forgot your password?" link.
3. Once authenticated, you are taken to the Adobe Connect Central homepage. Navigate to the Seminars tab to access your webinar room.
4. Depending on your Adobe Connect license, you'll select either Shared Seminars or My Seminars.
   - **Shared Seminars**
     - If you purchased a Shared Webinar room, navigate to Shared Seminars.
     - Select the Seminar License you want to use, then click New Seminar Room.
   - **Named Webinar Manager**
     - If you purchased a Named Webinar Manager, navigate to My Seminars and click on New Seminar Room.
5. Enter a room name.
6. You can optionally add an easy to remember custom URL for your room and adjust other room properties now. Select the option not to include audio conferencing for VoIP. Click Next when finished.

   **Tip:** To use an audio profile with your webinar instead of VoIP, you'll need to set up an audio profile first by navigating to My Profile in Adobe Connect Central.

7. Select the participants you'd like to give access to the room. Assign them to the role of either participant, presenter, or host. Click Finish.

   **Tip:** Seminar rooms are persistent. Any changes you make or content you load into the room will be saved automatically - even between sessions!

8. Click Enter Seminar Room to start setting up your room.

**IMPORTANT:** Remember to schedule your webinar by creating an Event using the Events tab or by clicking the Schedule Session button.

Install the Adobe Connect Add-In

1. It is recommended that Hosts and Presenters install the Adobe Connect add-in. If you haven't installed it before, the add-in will install automatically when you click the Share My Screen button. Alternatively, you can install it manually from Adobe Connect Central by selecting the Resources tab from the Home screen and choosing Getting Started.

   **Tip:** Meeting participants are only required to have the Adobe Flash Player installed and do not need to install the Adobe Connect Add-in.

Sharing PowerPoint Content

PowerPoint slides can be shared with the Share pod. If there's not already a Share pod open, click on Pods > Share > Add New Share.

1. Click the right arrow beside Share My Screen and select Share Document.
2. Click Browse My Computer to select a file from your system. In the Browse dialog, locate the PowerPoint (PPT or PPTX) presentation you would like to share and click Open. The file is automatically uploaded and converted.
3. Once the file has been converted, it will appear in the Share pod. Use the Next and Previous controls to navigate through your presentation.

   **Tip:** You can also follow these steps to share other supported file types including image files (JPG or PNG), video files (MP4), PDF documents, Flash content (SWF) and MP3 audio.

Using Voice-over-IP (VoIP) for Audio

1. Voice-over-IP allows you to communicate with webinar attendees using your computer's microphone and speakers if you intend to use this feature, it is recommended that you first run through the Audio Setup Wizard. To do this, begin by selecting Meeting > Audio Setup Wizard...
2. The wizard guides you through four steps in which you are asked to test your speakers, select a microphone, and optimize the audio. If you've never used Adobe Connect before, you may see a Flash Player settings box asking for permission to use your camera and microphone. Selecting Remember will avoid this prompt in the future.
3. To begin using VoIP, locate the microphone button near the top of the application. Click the button once to activate VoIP. You can use the arrow beside the icon to mute your microphone or adjust your volume.
Creating Layouts

1. Add a new layout to your room by selecting Create New Layout from the Layouts menu or clicking the + button on the layout bar.
2. You can create a new blank layout or copy an existing layout. Name your layout.
3. Use the Pods menu to add pods to your layout. Re-size and move the pods by dragging on the corner handles to re-size and dragging on the title-bar to move.
4. Navigate from one layout to another by clicking on it in the Layout bar or choosing it from the Layouts menu.

Tip: Use layouts to structure your webinar. Create a separate layout for your lobby, introductions, slides, demo, Q&A, and more. You can re-order your layouts by dragging them in the layout bar.

Using Pods

All functionality in Adobe Connect is delivered through pods. Every pod in your seminar room can be moved, re-sized, and hidden. Once you hide a pod, you can get it back by going to the Pods menu. Pods enable you to design any custom experience and you can use multiple instances of most pods on any layout.

Just like your seminar room, pods are persistent. They’ll be there the next time you come back to the room with all of the content you’ve added.

Adding Polls

1. In your seminar room, choose Polls from the Pods menu, and select Add New Poll.
2. On the Poll pod, you can select which question type you’d like to use: multiple choice, multiple answer, or short answer.
3. Enter the question and (if applicable) answers you’d like to include in your poll. Add one answer on each line.
4. During your webinar, you can choose to let all participants see the aggregate results by clicking the Broadcast results checkbox. Presenters & hosts can see how each person answered by clicking the View votes button.

Tip: You can send the Presenter view of the Q&A pod to the Presenter Only Area where it can be resized to give your presenters more space to answer questions.

Using Q&A

The Q&A pod is more appropriate for a large webinar than the Chat pod because it is moderated and enables you to assign and manage questions.

1. From the Pods menu, select Q&A. Move and re-size the pod on your layout.
2. You can toggle between the Participant View which everyone sees, and the Presenter View which only hosts and presenters see by clicking the applicable buttons in the pod title bar.
3. You can assign a question to any other presenter or host in the webinar by clicking the Assign To drop-down menu.
4. Answer questions using the textbox near the bottom of the pod and choose between replying publicly (everyone sees the question and the answer) or privately (only the person who submitted the question will see your answer).

The Presenter Only Area (POA)

The Presenter Only Area is a virtual backstage area that only Hosts and Presenters in your seminar room can see and use. You can use it for private chat with your production team, add hidden speaker notes or your agenda, or to prepare polls and load in content during a live webinar without your audience seeing a thing. You can drag a pod from the POA to your active layout.

1. When you open your seminar room for the first time, the POA will already be enabled. You can enable or disable it anytime by selecting Enable Presenter Only Area from the Meeting menu. You can re-size the area by clicking and dragging the gray control handle on the vertical bar between the POA and meeting. Note that the size is not synchronized - presenters can re-size their own POA as desired.
2. When you add a new pod with the POA open, it will automatically be placed in the POA so you can prepare it. Once prepared, drag it onto your layout so all participants can see it.
3. The Engagement Dashboard is available in the POA and cannot be added to your main stage. Use this dashboard to measure attentiveness and engagement during your live webinars.

Learn More

You can find additional resources by visiting the Adobe Connect User Community at www.connectusers.com.