Adobe Connect 04.04.2013

Facts
- Web-based video meeting program
- You do not need to download a program/software, with the exception for Adobe Connect Add-in, which is automatically downloaded when you click "yeas"
- Screen, microphone, speaker, webcam, etc are all in the ITM's video room

Find Adobe Connect
- Go to: su.se > Medarbetare > Stödsystem > IT-stöd i undervisningen>Adobe Connect (http://www.su.se/medarbetare/it/stodsystem)
- You are redirected to SUNET (new window)
- Enter your identity: Stockholm University (use your SU account to sign in)
- Adobe Connect window pops up

Creating a meeting
- Click on "Create New Meeting"
- Write names of the meeting room and web-link (can be the same)
- Choose your options
- Click on finish
- Your meeting pops up on the start page where you also start it up
- Share the web-link to invite people to the meeting (you can choose different options to allow or not allow your guests to enter the meeting without pre-registration)

In the meeting room and useful meeting options
- Activate the microphone and webcam at the top by making the symbols green
- Under Meeting > Audio Setup Wizard, you can test the microphone and speaker
- In the attendees list make your guests as presenter or participant (just listener)
- As presenter the guest also has to activate the microphone and webcam (see above)
- Under meeting > Preferences>Room Bandwidth, use "DSL/Cable" (the default option), but change to "Modem" in case the connection is bad
- Click on the "share" icon to share documents, presentations or the screen
- Choose your layout on the right hand side (or create a new one at the top menu)

Tips for using Adobe Connect
- Note that Adobe Connect is worse than Skype for echo, it is good to use a headset with USB or the sound equipment in the ITM's video room
- Before starting Adobe Connect plug in your microphone, webcam etc, to the computer
- Go to laptop's control panel/sound to check that correct microphone and speaker are activated
- Adobe Connect does not work well with Google Chrome

Troubleshooting
- Contact SUNET (online support) http://www.meetings.sunet.se/support.html