Using Adobe Connect with CDCI
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This document serves as a step-by-step guide for setting up, creating, and running a webinar using the platform AdobeConnect.

Table of Contents

Section I: Setting Up a Meeting  Page 2
Section II: Creating Your Registration  Page 6
Section III: Creating A Layout  Page 14
Section IV: Starting the Webinar
  Audio Conference Options  Page 17
  Breakout Room Options  Page 18
  Webinar Recording Options  Page 21
Section V: Additional Support  Page 23
Setting up a Meeting

Note: This example is under Shannon Stern’s profile. You will be using a different login and password.

1. Open browser and go to: https://uvmcdci.adobeconnect.com/

2. Enter user name and password

3. Click Login

4. On your home page, you will see “Create New” and click the Meeting button
5. Type in the title of your webinar or meeting

6. Optional: Add a very brief code or description to the end of the URL to make your webinar link recognizable. Example: uvm.adobeconnect.com/cdcitest

7. Optional: Type in a brief summary of your webinar.

8. Enter the start time of your webinar. **Note:** There may only be one webinar running at a time. So, if you have a webinar from 3-4, someone else cannot schedule a meeting from say 3:30-4:30.

9. Enter duration of webinar/meeting.

10. Select Default Meeting Template.

11. Select the language you will conduct the meeting in.

12. Select the type of access you would like your guests to have. There are three options:
   1. “Only registered users may enter the room (guest access is blocked)” - This option is most restrictive. This means that only people with usernames and passwords can enter the room.
   2. “Only registered users and accepted guests may enter the room” - This option gives the host the ability to allow or deny guests into the meeting room. This is the best option for a paid webinar where you have a list of registered guests.
   3. “Anyone who has the URL for the meeting can enter the room” - This is the most open option, where guests merely enter the room without having the host let them in.
13. Under Audio Conference Settings, select “Include this audio conference with this meeting” and make sure that “InterCall” is selected in the drop down tab (this should be the default setting).

14. Click Next

15. This next page is about selecting participants. Make sure you are selected as a Host, and added to the right hand box. Click Next.
16. This next page is about sending invitations to participants. Since we have Adobe Events Module, select “Do not send invitations.” Invitations will be sent after you have set up and published the meeting.

17. Click Finish

18. The “Audio Conference Details” provides the toll free number (866) 322-6129 and conference code 8831037251 your webinar attendees will need to access the webinar. We will address call-in options for webinar participants later in the walkthrough.

19. Your webinar is created!
Creating your Registration

Note: To create a registration page, you must have already set up your webinar under “Meetings”. This way the registration has a webinar to link to.

1. After you set up your meeting, click Event Management

2. Select the folder for your project. Ex: BEST

3. Click New Event
The Image Below is for Steps 4-12

4. Event Template: Select an Event Template. To see each one you can click View next to the field
5. Name: Enter a name for your event. Ex: Shannon's Webinar Registration
6. Optional: Create a custom URL that relates to your title
7. Put in a short event information description. This does not show up on the main registration page but rather in the “Event Catalogue” (A place that shows all upcoming webinars)
8. Put in detailed information of your webinar. Ex: description, fee, time, date, who should attend
9. Register without password option: Read the fine print. Since many webinars will be free, it may not be necessary for your participants to have this extra step
10. Presentation: Select Live, since this allows you to link the registration page to your meeting. Select On Demand if you want to connect an event to a recording.
11. Attendee Approval option: If you can only have a very specific audience for this webinar (i.e. had to go to a prerequisite training), you may want to do this option.
12. Visibility: Select Show in Catalog so that your webinar will show up in the Event Catalog

Steps 4-12:

- Select One -
(Only an Event Administrator can edit the shared templates.)

Name: *

Custom URL: http://uvmsdci.adobeconnect.com/

Event Information:
(max length=234 characters)

Detailed Information:
(max length=4000 characters)

Register Without Password:

Presentation:

Attendee Approval:

Visibility:

(Show in Catalog)

live webinar
The Image Below is for Steps 13-22

13. Allow Direct Entry option: You may want to do this for a free webinar for those last minute participants.
14. Enter start time and end time of your webinar.
15. Double check the time zone is correct.
16. Registration limit option: Select to enable and write in limit. Our license allows up to 100 users, so if you expect a large turnout you may want to write in “95” with the extra room for hosts and presenters.
18. Small Banner Image: Add in a picture that is longer than it is wide that will show up in most emails sent out to people. Note image size recommendation.
19. Large Banner Image: Add in a picture that is longer than it is wide that will show up in the main registration page. Note image size recommendation.
20. Write in the speaker’s name.
21. Write in a brief speaker overview that will show up in the main event page.
22. Write in a more detailed speaker overview that guests can read about.

**Steps 13-22:**

<table>
<thead>
<tr>
<th>Allow Direct Entry:</th>
<th>Select to allow participants to directly join an in progress event after registering without the need to check emails for the event link.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Start Time:</th>
<th>10 July 2013 11:00 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Time:</td>
<td>10 July 2013 12:00 PM</td>
</tr>
<tr>
<td>Time Zones:</td>
<td>(GMT-05:00) Eastern Time (US and Canada)</td>
</tr>
<tr>
<td>Registration Limit:</td>
<td>Select to enable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Logo:</th>
<th>Browse... No file selected. (File Types: .bmp, .gif, .jpg or .png. 200x120 image size recommended.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Banner Image:</td>
<td>Browse... No file selected. (File Types: .bmp, .gif, .jpg or .png. 360x230 image size recommended.)</td>
</tr>
<tr>
<td>Large Banner Image:</td>
<td>Browse... No file selected. (File Types: .bmp, .gif, .jpg or .png. 940x300 image size recommended.)</td>
</tr>
<tr>
<td>Speaker Name:</td>
<td></td>
</tr>
<tr>
<td>Speaker Overview:</td>
<td>(max length=500 characters)</td>
</tr>
<tr>
<td>Speaker Detailed Overview:</td>
<td>(max length=1000 characters)</td>
</tr>
</tbody>
</table>
The Image Below is for Steps 23-27

23. Add in a speaker image. Note image size recommendation.
24. Select Language. English is the default.
26. Available Tags: Click the tags that relate to your webinar. Make sure webinar is clicked for a “Live” presentation and recorded is clicked to connect a recording.
27. Click Next

Steps 23-27:

28. This next page is where you connect your registration to your already created webinar. Click the folder that relates to your project (i.e. BEST Webinars).

29. Find the meeting for which you are making the registration. Note: It is usually helpful to use a similar name for your registration and webinar to easily sync them.

30. Click Next
31. This is where you select registration questions. Click all the fields you want your guests to fill out.

32. Campaign Tracking: unclick unless you want to investigate more about this option.

33. Click Next

34. This page allows you to create your own questions and make any fields required. Ex: To add a question such as “Is this your first webinar?”, click New Multiple Choice and type this into the Question section. Type “Yes” into Answer 1, click Add Below, and type “No” into Answer 2. If you want your guests to answer this, select “Response is Required.” Click Save.

35. Repeat as desired.

36. When you have all the questions you want, click Next.
37. You will see CDCI Connect as Host. Click *Add Guest* to add email addresses of people you think may want to attend the webinar. Click *Save* and then click *Next*.

38. This next section allows you to control what kind of emails will be sent out to your guests. You can customize time of email and layout of each email by selecting “Customize” and altering as necessary. **Note:** Emails do not go out until the event is published, which is a later step.

39. Click *Finish*. Or, you can send a test email which will be sent to cdcibusi@uvm.edu
40. This last section allows you to look over the summary of your registration. **Note:** You can preview all the pages your guests will see under “Participant View.” The link to the login page for the webinar is listed under Event URL.

Event URL:
- Preview Event Login Page: [http://uvmdcci.adobeconnect.com/e1zn6key69/event/login.html](http://uvmdcci.adobeconnect.com/e1zn6key69/event/login.html)
- Preview Event Landing Page: [http://uvmdcci.adobeconnect.com/e1zn6key69/event/event_info.html](http://uvmdcci.adobeconnect.com/e1zn6key69/event/event_info.html)
- Preview Event Registration Page: [http://uvmdcci.adobeconnect.com/e1zn6key69/event/reg/registration.html](http://uvmdcci.adobeconnect.com/e1zn6key69/event/reg/registration.html)
- Preview Event Speaker Information: [http://uvmdcci.adobeconnect.com/e1zn6key69/event/speaker_info.html](http://uvmdcci.adobeconnect.com/e1zn6key69/event/speaker_info.html)

**Participant View:**
- All users created through event form are guests

**Event User Policy:**
- Associated Tags

**Status:**
- This event has not been published and listed on your site. E-mails have not been sent.

| Publish |

41. You can edit any section by using the headings at the top of the page. Ex: An incorrect logo was inserted. Click *Edit Information* to clear this image and upload the correct one. Click *Save*. Return to Event Information to preview again.

42. Once you are done creating your registration, click *Publish*. This makes all the links live and sends out invitation emails to the guests you added in earlier.

43. Go to the Event Catalog and see the webinar listed with options to register or view event details.
44. When you want to see who has registered, click *Event Management*, select the folder you belong to, click the registration you want to view. Select “Reports.” Here you will see a summary of how many you invited to register, how many have registered, etc. Click on the category you wish to view in more detail to see a list of participants. (Another way of viewing who has registered is to click *Participant Management*, and you will see a list of everyone. This includes you, the host, who you invited, and who has registered as a participant.)

45. **Note:** Once registered, participants will automatically be sent a “thank you for registering” email if they do not need approval.

46. You are all set! Post the link to the events page on your website or send it to other guests you may not have initially invited. It will also show up in the Events Catalog page, which is linked from the CDCI Webinar page.
Creating Your Webinar Layout

1. Once you enter your meeting room, you will see the Meeting Default layout.

2. (To Start your webcam, click **Start My Webcam**)

3. The large section (Adobe calls these boxes “pods”) is where you will be sharing your presentation. Click the dropdown **Share My Screen** button to select what you want to show your guests. For example, if you want to bring up a Powerpoint presentation, click **Share My Document** and browse your computer for the file. For this example, there is an AT Webinar Powerpoint file.
4. Your Powerpoint will then load into the pod. Use the arrows at the bottom of the pod to go to the next slide. The buttons to stop showing the file or to draw on slides are at the top of the pod.

5. If you are not using a Powerpoint and want to show your guests something on your desktop, select “Share Screen” instead of “Share Document”. It will ask you if you want to share your desktop or specific applications you are running. Select whichever you want to show guests.

6. To add different pods, click the Pods button at the top of the page. You can also move pods by dragging them, and resize them by clicking and dragging the corners. Below is an example of incorporating a new pod for Notes, but there are a variety of other pods to add or remove.
7. A line will appear to help with pod alignment. Now you have a new layout.

8. To get rid of a pod, click the *Pods* button at the top and uncheck the pod you want removed.

9. Once you have the layout you want, you are ready to host the webinar.
Starting the Webinar

1. Once guests click the URL you have sent them, they will get a screen prompting them to enter as a guest (unless you chose the open access option when setting up the meeting, then it will take them directly into the meeting room).

![Adobe Connect Login screen](image)

2. You, as host, will get a small notification where you can allow or deny this guest. (Click the check mark to let them in, or the X mark to deny them.)

![Notification for guest access](image)

3. Once you allow them access, they will show up in your Participants List. If this person is a presenter, you can drag them up to the presenter section, or click Make Presenter. Once a presenter, they have access to the same options you do as a host.
4. As the Host you can begin the meeting’s audio conferencing by selecting “Start Meeting Audio...” from the “Audio” menu in your command bar.

5. Once you select “Start Meeting Audio” a box will appear asking you “How do you want attendees to join this meeting’s audio conference?” By selecting both the “Using Computers” and “Using Phone” options you will allow attendees to participate using either the microphone on their computer or through their phone. **Note:** You will have to select the “Enable microphone rights for participants” option to allow meeting attendees to speak through their computer microphones.

6. Click **Start** to select how you would like to form an audio connection to the meeting.

7. By selecting the “Dial-out” option (A) you can choose to have the conference service call your phone directly. This is the best option as it will automatically associate your user name with your phone number. After you receive a call you need to press “1” on your keypad to join the conference. **Note:** At this time Adobe Connect is not able to dial out to a phone number that contains an extension. For a phone line with an extension you will have to use options (B) or (C).
8. By selecting the “Dial-in to the Audio Conference via Phone” option (B) you will need to call the toll free number (866) 322-6129 and enter the conference code 8831037251 followed by the pound “#” sign. Unlike the “Dial-out” option this will not automatically link your user name and phone number; rather the phone number you used to dial in with will appear as an additional “participant.”

9. To merge a participant name and the phone number they used to dial into the meeting, drag the phone number until it is over the correct participants name and release. A prompt will appear asking if you want to merge the phone number with the participant. Click the Merge Phone Number option to link the participant with the correct phone number.

10. By selecting the “Using Computer” option (C) participants will be able to use the Voice Over Internet Provider (VoIP) option that CDCI has used previously with its webinars. This option will direct audio through a participant’s computer and receive audio from their microphone. Note: To allow participants to talk with their microphone “Enable microphone rights for participants” must be checked in the “Start Meeting Audio” box. Also: Participants will initially be muted in the VoIP option so as to not disturb the speaker.

11. In addition to these three options Adobe Connect allows the Host or Presenter to place a call out to a participant. To use this option select the “Call a New User” option from the Audio menu in your command bar. When prompted enter the participants Name and the phone number Adobe should use to contact them. Note: As with the “Dial-out” option Adobe is unable to call out to a phone number that contains an extension.
12. After your webinar participants are connected you can manage their microphone/telephone use as a Host or Presenter. If a participant’s audio is obstructing the webinar (they could have placed the conference call on hold to take another call—this will cause their phone to produce “on hold music” which will be broadcast into the Adobe Connect meeting room—or eating chips, singing, the list is nearly endless) you can choose to Mute their audio.

13. First check to see which participant is causing the disruption. This can be accomplished by looking at the microphone or telephone icon next to the participant’s name in the “Participant Nod.” If a participant is making noise into their microphone little “sound waves” will appear next to the icon.

![Sound Waves](image1)

Next click on the participants name and select “Mute Attendee” from the drop down menu.

![Drop Down Menu](image2)

When the participant is muted their microphone or telephone icon will be displayed with a red slash through it.

![Participant Muted](image3)

14. You also have options to enable participants’ webcams and microphones. If your webinar is using both VoIP (the connect from computer option) and the call-in option, it is recommended that participants’ microphones/video remain off so that the Presenter does not get interrupted or cut off. To keep participants engaged, they have access to the chat box where they can post questions and comments to the presenter and other participants.

![Participants Menu](image4)
15. For the host or presenter to speak, make sure “Connect My Audio” is selected by clicking the microphone or phone icon. This will also be the case if you enable a participant’s microphone. (Make sure to tell participants to select “Connect My Audio” as they may not be familiar with the Adobe Connect platform).

16. Within the meeting you can decide to use Breakout rooms for your participants!

17. To begin using a breakout room click on the Breakout Room Icon located on your Attendees Pod menu:

18. Within the breakout room set up you have the option to assign participants to specific groups, or to automatically distribute the participants evenly throughout the breakout rooms. Note: Either of these options can be done prior to starting the breakout rooms without affecting the screens of the participants.

19. **Option 1:** To have Adobe Connect evenly distribute participants among the available breakout rooms click on the Random Distribution button in the Attendees Pod.
20. To assign participants to specific rooms simply click on a participant's name and choose which breakout room to place them in from the drop down list.

21. To add additional breakout rooms simply click on the *Add a Breakout Room* button (A) located next to the Random Distribution button in the Attendee Pod. To remove a created or existing Breakout Room simply click on the *x icon* next to the Breakout Room title in the Attendee Pod (B).

22. Once you have distributed participants to their breakout rooms, you can begin your breakout room session by clicking on the *Start Breakouts* button.

23. When the Breakout Session begins you will receive a notice letting you know that the breakout rooms are active. From this screen you can end the breakout session (A) or send a message to all of the breakout rooms simultaneously (B); selecting the Broadcast Message option will open a new dialogue box into which you can enter the message you want to send to all meeting participants (C).
24. The breakouts dialogue box menu can be re-opened anytime during the breakout session by clicking on the Yellow Breakout Icon located in the upper right of the Adobe Connect screen next to the Help menu.

25. When you want to end the Breakout Session and return to the Adobe Connect Webinar format you can click on the End Breakouts button in the Attendees Pod.

26. If you want to record your webinar, click Meeting, and then Record Meeting. At then end of the meeting, go back to Meeting and select Stop Recording. The recording will be located in the main Adobe page. Enjoy your webinar!
Additional Support

1. A great resource to learn more about Adobe Connect’s capabilities is Adobe’s listing of free support webinars. These are offered daily around 10am. Click the link to visit current and upcoming trainings.
   http://www.adobe.com/cfusion/event/index.cfm?event=detail&id=655249&loc=en_us

2. If you would like tech support, email support@clarix.com to reach the Adobe IT Department.

3. If you want more information on how to set up Pods, have a quick question, or just interested in knowing more about the bells and whistles of Adobe Connect, our Account Rep is Cole Manning. His email is manning@clarix.com, and he is very friendly. If he does not have an answer to your technical question, he may direct you to the IT Department.

4. Brendan is available to help on site! Just stop by the I-Team office or the Library. If not available or unable to answer a question, use the resources listed above. His email is bdonaghe@uvm.edu