Adobe® Connect™ Mobile 2.0 Getting Started

For Hosts and Presenters using tablet devices
Getting Started for Hosts and Presenters

This guide is additive to the Participants guide, and only includes *extended capabilities available to Hosts and Presenters.*

Use this Getting Started guide if you plan to use the Host and Presenter capabilities of Adobe® Connect™ Mobile from a tablet device.

View the Getting Started guide for Participants to learn about the general features of Adobe® Connect™ Mobile.
Adobe® Connect™ Mobile: Enter Server URL

Tap to type the **URL** for your meeting, or select from the list of meetings you have attended previously.

Tap Next.
Select **Member** to enter as an assigned Host or Presenter with your Adobe Connect username and password combination.

Tap **Enter** to continue.
Adobe® Connect™ Mobile: Control Guest Entry to the Meeting

The Notification icon appears when one or more guests are requesting entry to a restricted meeting.

Tap to see the notification details.
Hosts control entry to meetings. Tap the attendees’ name to **Allow** or **Deny**.
To present content in the meeting, tap **Start Sharing**. You can share documents, presentations, whiteboards, images and video.

Content can be selected to share from:
- Folders on the Adobe Connect Server
- A list of content previously shared in this meeting
- The tablet device’s photo library
- Local file storage folders on tablets that allow browsing of locally stored files
To share a whiteboard displayed previously in this meeting, select an available whiteboard from the **Whiteboards** list and tap **Share**.
To share a file previously uploaded into this meeting, select an available file from the **Uploaded Files** list and tap **Share**.
Browse folders and files in **My Content** or **Shared Content** to select a new file to share from its location in the cloud, then tap Share.
To share a recently shared item, select the content from the Share History list and then tap Share.

The Share History displays content recently shared in this meeting, which is supported for sharing from and to a mobile device.
On a tablet device, you can upload and share images directly from the gallery (for example, from Camera Roll on an iPad).

To share photos, tap **Start Sharing** and then tap **Share Photos**.
When you’re sharing content as a host/presenter, you can perform the following actions:

- Advance slides and animations
- Sync/un-sync viewing of content
- Stop/start sharing
- Draw with the markup tools
Employee Benefits

• As a new employee of Meridien, you will have access to several employee benefits including:
  – Healthcare / Insurance
  – Telecommuting
  – Child Care
  – Time Off
  – Retirement Plan

Tap an arrow icon or swipe the page to move to the next/previous slide or page.

If animations are included on the slide, use the arrows. Animation sequences display only when using the arrows for navigation.
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Presentations are in ‘Sync’, by default. Sync in blue indicates that Sync is on.
- Tap Sync to disable synchronization and allow participants to browse through slides or documents independently.
- Tap Sync again to force everyone to view the same content as on the host's or presenter’s screen.
Tap **Draw** to enable and disable drawing tools. Hosts or presenters can draw on top of a presentation, whiteboard, video, or an image. A host or a presenter can:

- Change type, color and size of the pointer or object.
- Select, resize, rotate, and delete drawn objects.

Tap and hold the pencil tool to see all objects.
Adobe Connect Mobile View: Stop Sharing

Tap **Stop Sharing** to turn off sharing the current content.

Participants see a message **Nothing is being shared.**
To select a user, tap **Attendee Pod**. Controls displayed vary, depending on the capabilities of the user’s device.

The white number on the Attendee icon indicates the total number of attendees.

Hosts on tablet devices can enable video, remove user, control others' role, and may **Change Roles**: Assign Host, Presenter, or Participant role.

**Start Private Chat** is available to all meeting attendees when enabled.
Adobe Connect Mobile View: Attendee Raised Hands

The blue number on the Attendee icon indicates the total number of attendees with raised hands.

Tap the name of a participant with a Raised Hand to access attendee controls and give attendee rights to speak by enabling microphone or web camera. Alternately, ask the attendee to enter his question or comment in the Chat pod.
Adobe Connect Mobile View: Enter Notes

You can review and edit the meeting notes in the Notes Pod.

To edit an existing note, tap on its content. Changes made in the Notes pod are immediately visible to all.
During the meeting a mobile host can change the layout to display additional tools or content available in this room.

Layouts can be created and modified in the desktop client only.
To change the layout, tap the options menu, tap **Switch Layout**, and tap the required layout.
All participants may be given the right to broadcast their web cameras in the room using one setting.

From the options menu, choose **Manage Meeting Camera**, and turn on **Enable Camera For Participants**.
Audio can be broadcast using VoIP (device audio) or teleconferencing or both (Adobe Connect Universal Voice).

Tap the options menu, **Manage Meeting Audio**, then **Tap** to turn on audio broadcast either **Using Phone**, **Using Computers**, or both with **Start broadcasting telephony audio** turned on.

To grant VoIP microphone rights to all attendees at once, turn on **Microphone rights for participants**.
From the Options menu, tap **Invite Participants** and then tap **by Email**.

Connect Mobile launches a composed message in your device's email client, which includes a URL to the meeting room.
From the Options menu, tap **End Meeting** or **Log Out** to end a meeting.

If you simply press Home on the device, the application keeps running in the background.