

How to conduct a webinar/online conference in Adobe Connect

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Introduction

Distant communication and conducting of online webinars could be realized on web server Adobe Connect, which is for students and employees of Charles University available free of charge on the website: <https://el.lf1.cuni.cz>. In an online conference is possible to invite maximum 200 participants simultaneously. They can access also through mobile phones or tablets. It is preferable to have basic knowledge of communication on the internet – setting the microphone and webcam. This simple manual could be helpful for successful implementation of web conference.

What is needed?

Desktop (PC), laptop, tablet or a smart phone

The application Adobe Connect Meeting App

Web browser (FireFox, Chrome, Edge, Safari)

Webcam

Microphone

Headphones

Good quality internet connection

User account CAS

Created conference meeting

Application Adobe Connect meeting

Technical requirements

If you use a desktop (PC), connect headphones, microphone and webcam. In laptops in general are the webcams and microphones usually integrated. It is only necessary to connect the headphones. It is not recommended to use built-in or connected speakers, because in this case there is a danger of Laser effect (sound loop between microphone and speaker). Mobil phones are provided with these peripheries and they are suitable for managing a conference or fully fledged communication. Stable and fast internet connection is very important. Users of operating system Linux are disadvantaged.

Creating of conference meeting

Insert the website address of the Adobe Connect server into web browser: <https://el.lf1.cuni.cz/>

1. In the menu „How to enrol” choose Charles University and log in with your login data to authentication service (CAS).
2. In the main menu in the upper line on the left, choose the item „**Conference**”
3. The folder „My conference” will be displayed and here in the „**List of conferences**”, click in the button „**New conference**”
4. On set-up page of the conference „**Set information about the conference**” insert:
 - a. in the box „**Name**” - name of the conference
 - b. in the field „**Custom URL**” inset the words or letters appropriate to the topic, e.g. English lesson. This „**Custom URL**” will be the link for the guests to enter the meeting room. It should have clear, simple and distinctive name. Do not use punctuation in the name. Instead of an underscore use a dash. If you do not fill in your own URL address, a random URL will be generated, which might not be easy to remember.
 - c. The item „**Access**” set to: „**anyone who has the URL of the conference can enter the room**”
 - d. The following items leave unchanged. Leave the item “**Do not include any audio conference**” marked, and also leave marked the item “**Update the information for any items linked to this item**”.
5. If you click on the button “**Finish**”, the conference room will be created and ready to use.
6. **Copy the URL of the conference.** You will send it to your students – participants together with the date of the webinar.

Download and installation of the application Adobe Connect meeting

1. Download and save the application “Adobe Connect meeting application” for your operating system.

Windows: <http://www.adobe.com/go/Connectsetup>

Mac: <http://www.adobe.com/go/ConnectSetupMac>

Other options can be found on the websites Adobe:

<https://helpx.adobe.com/adobe-connect/connect-downloads-updates.html#Application>

2. Start installation and install the application.

Conducting of a conference/webinar

1. Start the application Adobe Connect
2. In the box „**Enter the Adobe Connect meeting, seminar or URL to join**“ insert URL of your conference meeting room e.g. (<https://el.lf1.cuni.cz/vyuka-anglictiny/>) and click on the button „**Continue**“.
3. As a next step click on the button „**Entrance for registered users**“, which is placed below the button „**Enter the conference**“ and choose the option **Charles University**.
4. After that the announcement „**Since your browser does not support JavaScript, you must press the Continue button once to proceed**“ will appear and it is necessary to click on „**Continue**“ below the announcement (attention: the „**Continue**“ button is small).
5. Then you will be redirected on the **Authentication Service**, where you will log in with your CAS login data and it will be necessary to click on the „**Continue**“ button again.
6. After successful logging in the pods of conference meeting room will be displayed in a window of Adobe Connect application. The conference room is active now and you will be able to start conducting the conference.
7. In the space of the conference the **pods**, which have been mentioned, can be found (they look like windows). The pods have different functionalities. For example the pod „**Share**“ can be used for sharing the screen of your computer with the other members of the conference; the pod „**Chat**“ can be used for texting among the members of the conference; the pod „**Camera and Voice**“ can broadcast sound and image – it is recommended to switch on the camera only for one member preferably the host; the pod „**Attendee list**“ enables switch on/off the camera and microphone of the participants and assign roles. Pods can be moved by dragging the mouse and closed (be aware of this!).
8. The conference can be set in the header of the conference meeting room and through the icons your speakers, webcam and microphone can be switched on/off. The device is switched on (active) if the icon is green. Attention the icon of muted microphone will be still green but strikethrough!
9. If you want to broadcast images from your webcam, click on the button „**Switch on my camera**“ and after that on „**Start sharing**“ in the pod „**Camera and Voice**“. You will have to click on „**Start sharing**“ even if you launch the image by clicking on the icon of the camera in the header of the conference.
10. In the pod „**Attendee list**“ you can see who is present in the conference room and which are roles of the participants. You will have the role of the **host** (if you log in through authentication service). The hosts can change the setting of the conference room, display the presentations, share the screen of their computer, switch on/off the microphones of the others participants, change the roles of the participants, change the setting of the meeting room and placement of the pods. Hosts can make a speech and present. The other members are in the role of a participant. They can follow the presentation, hear the lecture, text in chat and vote.
11. You can communicate with the participants through text messages in the pod „**Chat**“. The participants can chat with you too. For example, in the beginning of the lecture after switching on the microphone you can ask the audience if everybody hears you well. The participants will react by sending the text message. All the participants can see the messages in the pod „**Chat**“. Here is also possible to send messages only to the chosen participants, so called whispering. These messages are visible only to those, who participate in this type of communication.
12. The pod „**Sharing**“ enables to share the screen of your device with the participants. In this way the hosts can present everything, what is displayed on their screen. For example, they can start PowerPoint presentation. It is highly recommended to try this functionality in advance. Click on the button „Share my screen“ in the pod „**Share**“. Choose the option „**Computer desk top**“ from the menu. Then choose some of the launched application or

some of the active windows and click on the button „**Share**“. The window of Adobe Connect will switch to the sharing mode and will be minimized for not to take too much space of the screen. You can switch on/off the webcam and microphone, text, and manage the roles of the participants in the minimized window of the application in the mode of sharing. The window of sharing will be displayed by clicking on the icon of the screen. The pod „**Share**“ will appear after clicking on the icon of a screen and here you can stop sharing your screen by clicking on the button „**Stop sharing**“. After that the application will be switched in the mode of full screen.

13. If you want to record the webinar for being able to play the record later, start recording on the very beginning of the implementing of the webinar the button „**Record**“. In the basic menu of the application Adobe Connect „**Conference**“ choose the item „**Create the record of the conference**“. Insert the name and description of the record and click on „**OK**“. The record of the conference will start and you will be able to recognise it by the red dot, which is displayed in the upper right-hand corner and which indicates, that the conference is being recorded. By clicking on the red dot, you can pause the recording or stop it. After that the record of the conference can be found in the menu „**My conferences**“ => name of your conference=> records.
14. Before the conference meeting will end, you should say good bye to the participants and then choose from in the menu „**Conference**“ the option „**Stop the conference**“. The window with the supplementary information will be displayed and clicking on „**OK**“ you will switch off the conference.

The participants on desktops and laptops

1. It is recommended to conduct the online conferences in the application Adobe Connect Meeting App. Download the application and install it for your operating system:

Windows: <http://www.adobe.com/go/Connectsetup>

Mac: <http://www.adobe.com/go/ConnectSetupMac>

2. Start the application **Adobe Connect**.
3. Insert or copy the address of the conference in the box „**Enter the Adobe Connect meeting URL**“ on the initial screen Welcome to Adobe Connect and click on the button „**Continue**“.
4. Click on the option „**Entry for guests**“ on the next screen and write in the box „**Name**“ your full name and click on the button „**Enter the conference**“.
5. The content of the conference is available after the successful connection to the conference meeting. Some of the conferences can work in different mode of access to the conference room and it is possible that you will have to wait for the permission to enter.
6. To run the conferences in the window of a web browser is not recommended.

The participants on tablets and mobile phones

The participants, who will enter the conference from their mobiles or tablets have to download and install the application Adobe Connect for their operating system. They also need to have good quality internet connection. Then they follow the manual.

Adobe Connect app for Android:

<https://play.google.com/store/apps/details?id=air.com.adobe.connectpro&hl=en>

Adobe Connect app for iOS:

<https://apps.apple.com/us/app/adobe-connect/id430437503>

1. Start the application Adobe Connect by clicking on the icon of Connect.

2. Write the web address of the conference in the box „**Enter Meeting URL**“, which you obtained by e-mail (e.g. <https://el.lf1.cuni.cz/vyuka-anglictiny/>) and click on the button „**Next**“.
3. Click on the option „**Trust for this relation**“ in the window of safety warning.
4. Check, if the role guest is chosen on the next screen and in the box „**Your name**“ insert your full name and then click on the button „**Enter**“.
5. In the next step the logging in and connecting to the conference meeting according to your setting will be realized. Some of the conferences can work in different mode of access to the conference room and it is possible that you will have to wait for the permission to enter. In this case you may have to wait for entering the conference until your access is approved by the host of the webinar.

The manual Adobe Connect

<https://helpx.adobe.com/adobe-connect/using/user-guide.html>

In conclusion

Conference room <https://el.lf1.cuni.cz/vyuka-anglictiny/> is working properly and you can try out all the functionalities in the role of a presenter, who is allowed to share the content, but cannot set the conference environment. It is allowed only to the user with the role **host**. **Host** is the one, who has created the conference or the one, to whom has this role been given additionally.