

How to conduct a webinar/online conference in Adobe Connect

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1. 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.

2. 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

3. Technical requirements

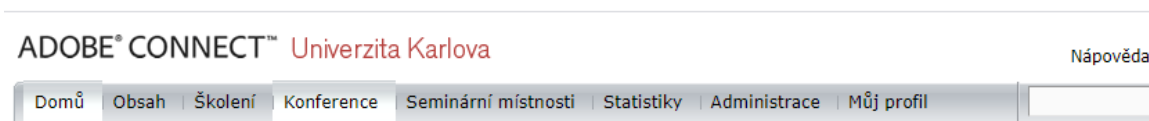
If you use a desktop (PC), connect headphones, microphone and webcam. In laptops in general are the webcams and microphones usually integrated. It is only necessary to connect the headphones. It is not recommended to use built-in or connected speakers, because in this case there is a danger of Laser effect (sound loop between microphone and speaker). Mobil phones are provided with these peripherals 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.

4. Creating of conference meeting

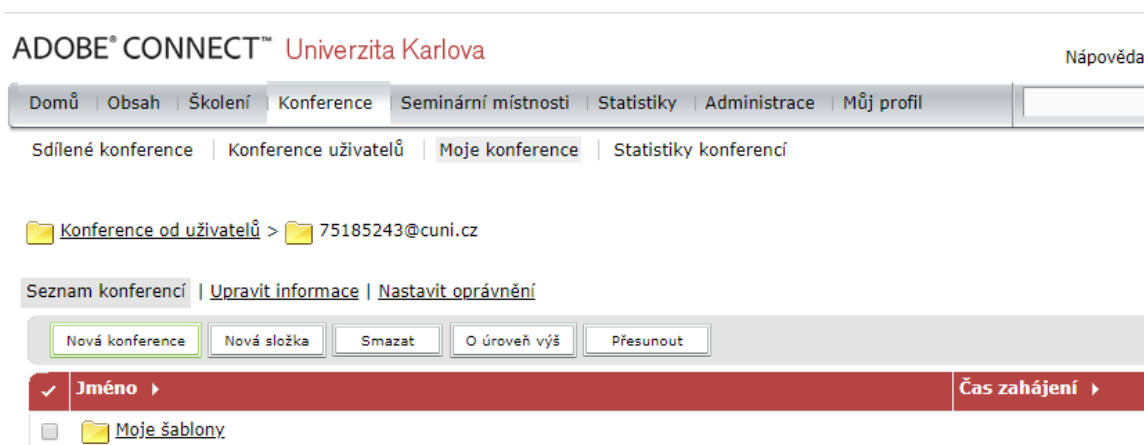
- A. Insert the website address of the Adobe Connect server into web browser:
<https://el.lf1.cuni.cz/>
- B. In the menu „How to enrol” choose Charles University and log in with your login data to authentication service (CAS).

- C. Enrol with your login data to **Authentication Service (CAS)**

D. In the main menu in the upper line on the left, choose the item „**Conference**”



E. The folder „My conference” will be displayed and here in the „**List of conferences**”, click in the button „**New conference**”



- F. On set-up page of the conference „**Set information about the conference**” insert:
- in the box „**Name**” - name of the conference
 - 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.
 - The item „**Access**” set to: „**anyone who has the URL of the conference can enter the room**”
 - 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**”.
 - If you click on the button “**Finish**”, the conference room will be created and ready to use.

Zadat informace o konferenci

Zadat informace o konferenci > Vybrat účastníky > Rozeslat pozvánky

Informace o konferenci

Jméno: *

Vlastní URL:
(Pokud chcete nechat vygenerovat systémové URL, ponechte toto pole prázdné, jinak zadejte unikátní URL. Používejte prosím znaky a pomlčku. Například: "product-demo" bude mít za výsledek https://el.lf1.cuni.cz/product-demo/)

Popis:
(max délka=4000 znaků)

Čas zahájení:

Délka: hodin:minut

Předloha:

Jazyk: *

Přístup:

- ☐ Pouze pro registrované uživatele (přístup hostům je blokován)
- ☐ Pouze pro registrované uživatele nebo schálené hosty
- ☒ Pro všechny, kdo znají URL adresu konference.

Nastavení audio konference

- ☒ Nepoužívat žádnou audio konferenci.
(Vyberte tuto volbu pro vytvoření konference s pouze VOIP audiem.)
- ☐ Použít telekonferenční hovory v této konferenci: [Správa audio profilů](#)
(Mějte prosím na paměti, že audiokonferenční nastavení nelze měnit během trvání konference.)
- ☐ Vložit jinou audio konferenci do této konference.

Číslo(a) konference: **Kód moderátora:** **Kód účastníka:** ☒ Aktualizovat informace u propojených položek.

*označuje povinné položky

- G. **Copy the URL of the conference.** You will send it to your students – participants together with the date and time of the webinar.

Konference od uživatele > 75185243@cuni.cz > Výuka anatomie

[Informace o konferenci](#) | [Upravit informace](#) | [Vybrat účastníky](#) | [Pozvánky](#) | [Nahráný obsah](#) | [Záznamy](#) | [Statistiky](#)

Informace o konferenci

Jméno: **Výuka anatomie**

Popis:

Čas zahájení: **03/20/2020 10:30**

Délka: **01:00**

URL odkaz: **<https://el.lf1.cuni.cz/vyuka-anatomie/>**

Počet účastníků: **0**

Jazyk: **Čeština**

Přístup: **Pro všechny, kdo znají URL adresu konference.**

Povolit účastníkům odmítnutí sledování aktivity: **Ne**

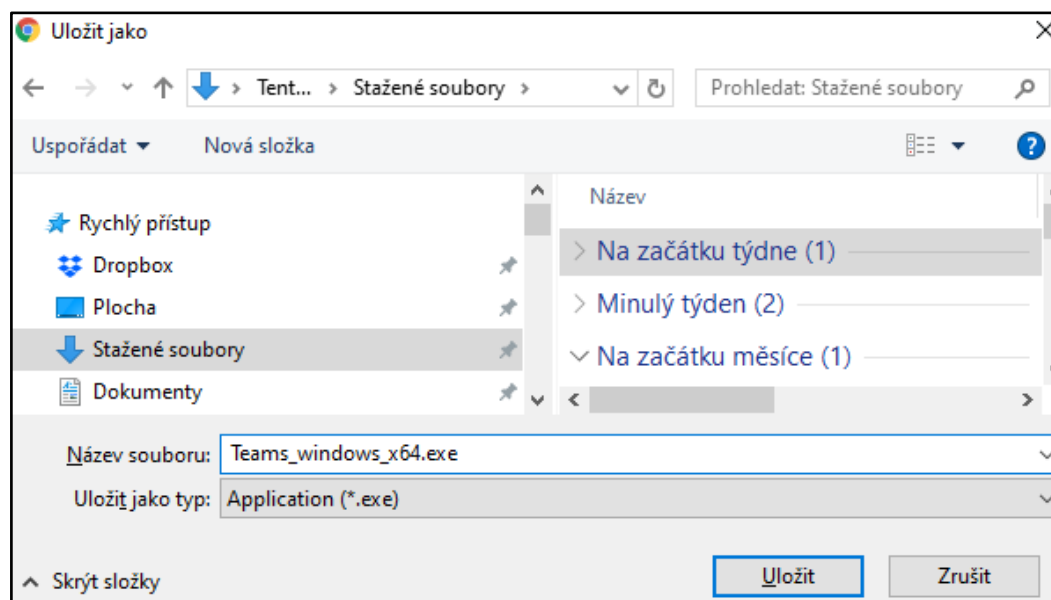
[Vstoupit do konferenční místnosti](#)

For organizing the conference you will need the application Adobe Connect meeting app,

5. Download and installation of the application Adobe Connect meeting

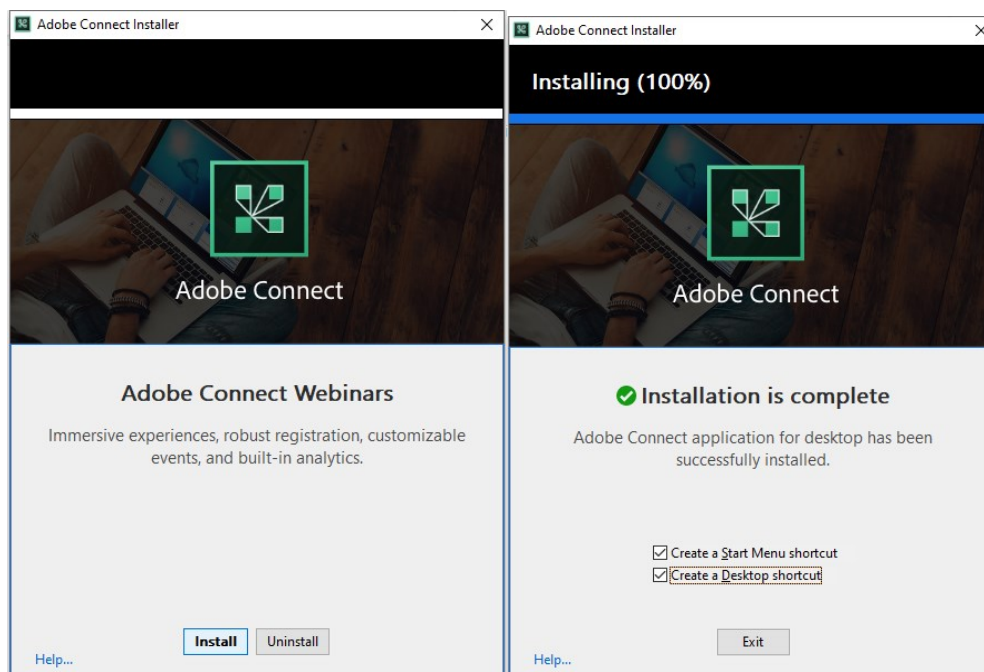
A. Download and save the application „Adobe Connect meeting application” for your operating system.

- 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>



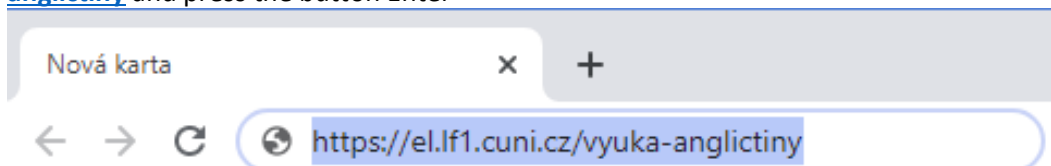
B. Start installation and install the application.

C. For completing the installation choose the option „**Create a desktop shortcut**” and click on the button „**Exit**”.

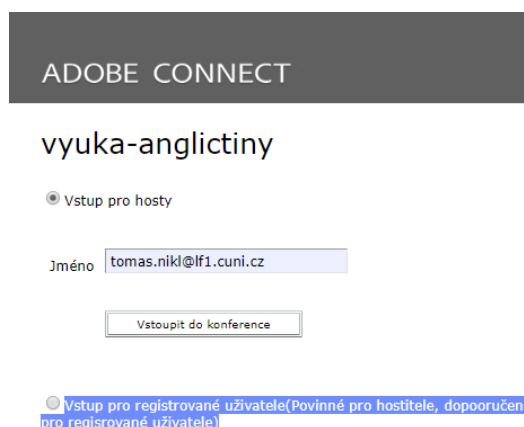


6. Conducting of a conference/webinar

- A. Launch a web browser.
- B. In the field for URL insert web link of your conference e.g. <https://el.lf1.cuni.cz/vyuka-anglictiny> and press the button Enter



- C. If you are not logged in Adobe Connect on the server, a new site with the name of your conference and requirement for entry will be displayed. Choose: **Entry for registered users** (under the button Enter the conference)



- D. In the menu “How to enrol” choose Charles University



vyuka-anglictiny

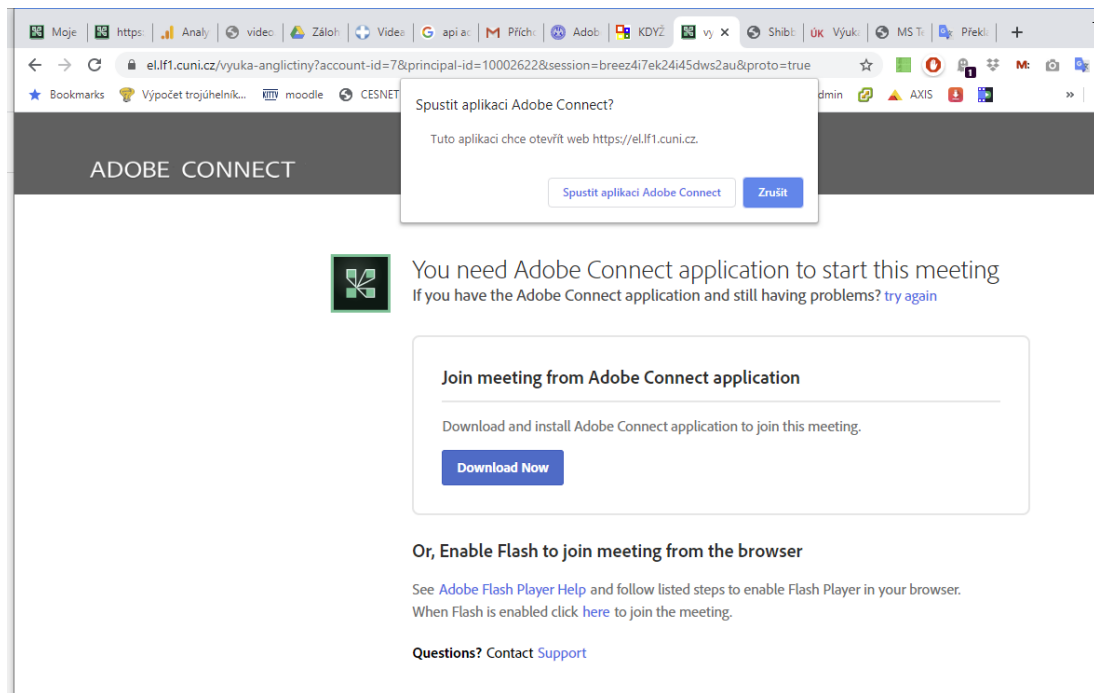
- ☐ Vstup pro hosty
☒ Vstup pro registrované uživatele

Vyberte jak se přihlásit.... ▼
Vyberte jak se přihlásit....
Univerzita Karlova
Masarykova Univerzita
Univerzita Palackého
Externí uživatel

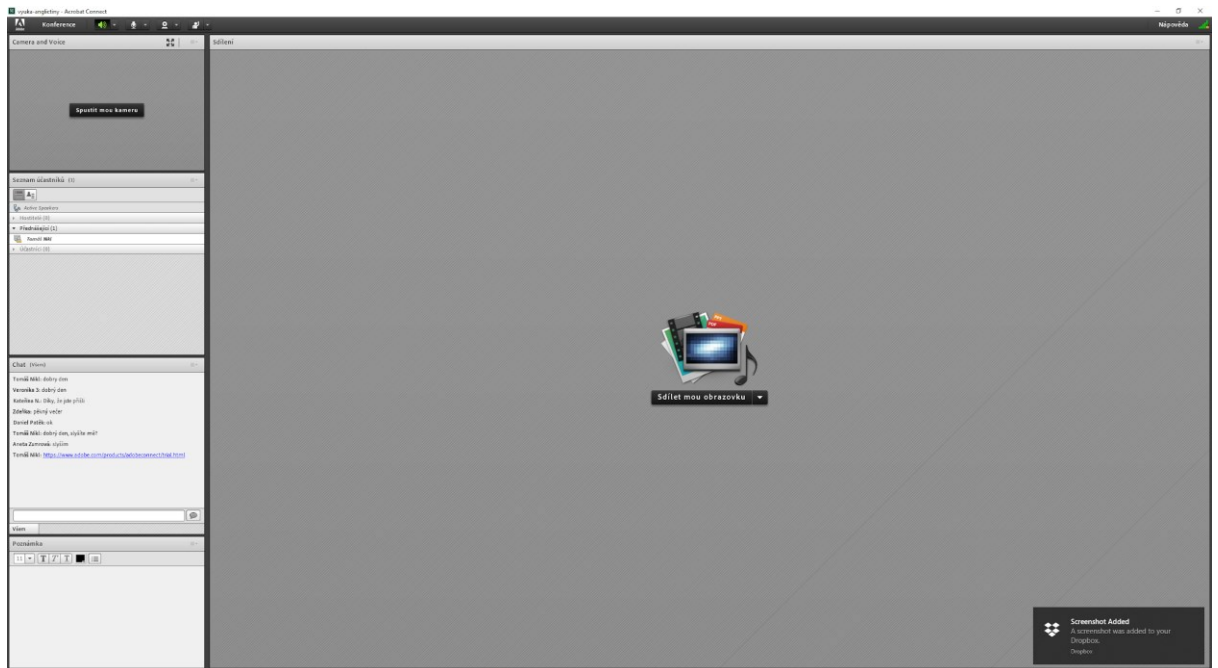
- E. Now you will be redirected to **Authentication Service (CAS)**, where you should log in with your login data to CAS.

The image shows the login page for the CAS (Central Authentication Service) of the University of Karlova. The page has a dark blue header with the university's logo and the text "CAS - Centrální autentizační služba UK". Below the header, there is a light yellow box containing the login form. The form includes fields for "Uživatelské jméno" (Username) and "Heslo" (Password). The username field contains the text "nikit". There are checkboxes for "Neukládat uživatelské jméno" (Do not save username) and "Zaškrtnutím tohoto políčka přejdete na stránku s potvrzením odeslaných informací." (By checking this box, you will go to the page with confirmation of the sent information). A red "Přihlásit" (Login) button is at the bottom of the form. To the right of the form, there are links for "Zapomněli jste heslo?" (Forgot your password?) and "Potřebujete pomoc?" (Need help?). At the bottom of the page, there is a footer with the text "Centrální autentizační služba pro webové aplikace" and the email address "casadmin@cuni.cz".

- F. After successful logging in the information panel may be displayed. After reading it click on the button „**Continue**”. After that or in case of absence of information panel, the requirement to launch the application Adobe Connect will be displayed. Please confirm it. Then click on the button „**Start the application Adobe Connect**”.



- G. The application will be launched. In the window of the application the pods of the conference room will be displayed. Now is the conference room active and you can start editing it and conducting the conference. At this moment the attendees can enter the conference room.



- H. In the surface 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!).

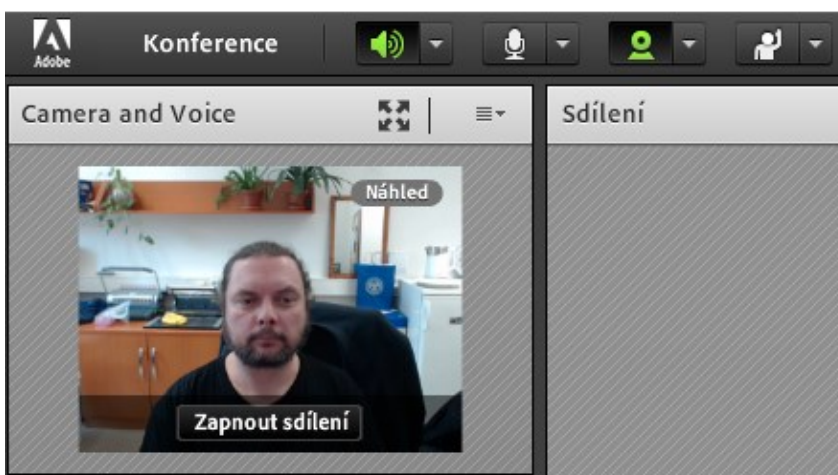
- I. The conference can be set in the header of the conference meeting room and through the icons your speakers, webcam and microphone can be switched on/off. The device is switched on (active) if the icon is green. Attention the icon of muted microphone will be still green but strikethrough!

vyuka-anglictiny - Acrobat Connect

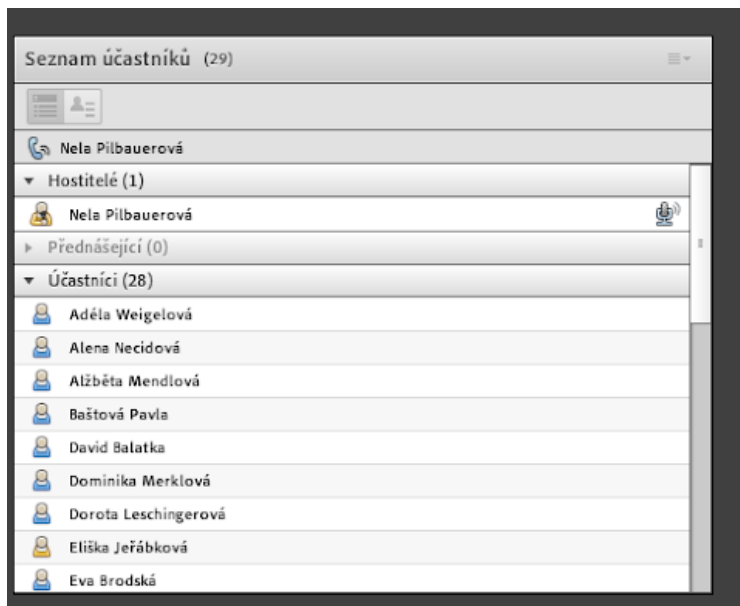


- J. If you want to broadcast images from your webcam, click on the button „**Switch on my camera**“ and after that on „**Start sharing**“ in the pod „**Camera and Voice**“. You will have to click on „**Start sharing**“ even if you launch the image by clicking on the icon of the camera in the header of the conference.

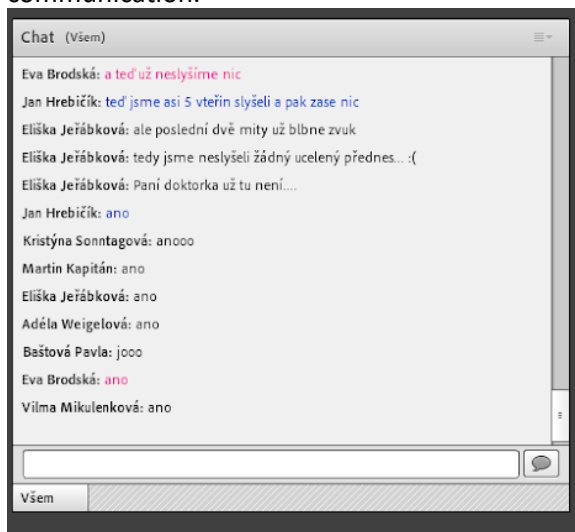
vyuka-anglictiny - Acrobat Connect



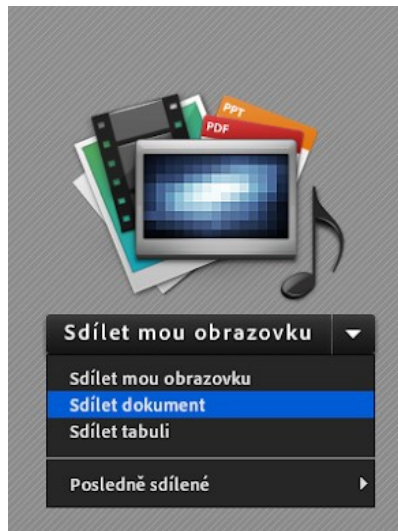
- K. In the pod „**Attendee list**“ you can see who is present in the conference room and which are roles of the participants. You will have the role of the **host** (if you log in through authentication service). The hosts can change the setting of the conference room, display the presentations, share 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.



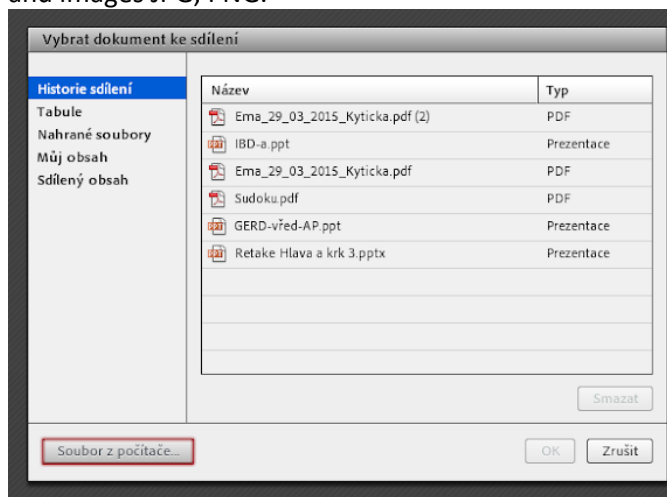
- L. You can communicate with the participants through text messages in the pod „Chat“. The participants can chat with you too. For example, in the beginning of the lecture after switching on the microphone you can ask the audience if everybody hears you well. The participants will react by sending the 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.



- M. 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.
- Document sharing: On the pod „Share“ click on the button of the down arrow and on the list choose “Share the document”. After that choose „Document from your Computer”. Choose the document on your disk and upload it into conference room. Then it is possible to share the document.



- b. It is also possible to upload PowerPoint PPT/PPTX, video MP4, audio MP3, files PDF and images JPG, PNG.



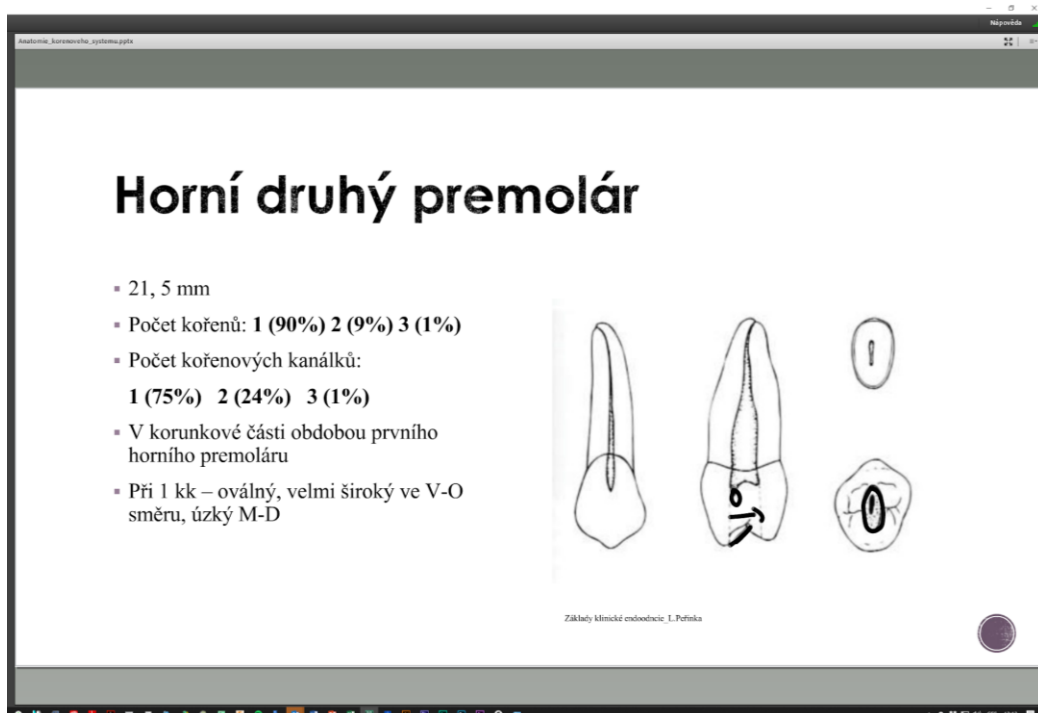
- c. It is possible to delete uploaded files with the web browser in the interface of server Adobe Connect. In the menu of the conference choose our conference and in the menu **Uploaded content** search for the item, which you want to delete. Click on the radio button in front of the name of the document and then click on the button „Delete“. Confirm removal of the file. The file will be deleted from the list and also from the conference.

Konference od uživatelů > tomas.niki@lf1.cuni.cz > vyuka-anglictiny

Informace o konferenci | Upravit informace | Vybrat účastníky | Pozvánky | Nahraný obsah | Záznamy | Statistiky

✓	Jméno	Typ	Datum posl. úpravy	Velikost (KB)	Odkazováno z
<input checked="" type="checkbox"/>	Bluejeand-conferencing-patform-Ch1_Full_2019-08-13T14_08.mp4	MP4 Video	03/20/2020 12:49	4062.3	Ano
<input type="checkbox"/>	Dundr_IOD2018_MSD.pptx	Obsah	03/18/2020 06:27		
<input type="checkbox"/>	IBD-a.ppt	Prezentace	03/17/2020 13:46	10297.9	Ano
<input type="checkbox"/>	Ema_29_03_2015_Kyticka.pdf	Acrobat PDF	03/16/2020 11:23	1044.6	Ano
<input type="checkbox"/>	GERD-vřed-AP.ppt	Prezentace	03/16/2020 07:54	11923.6	Ano
<input type="checkbox"/>	Sudoku.pdf	Acrobat PDF	03/12/2020 16:12	141.5	Ano
<input type="checkbox"/>	Retake Hlava a krk 3.pptx	Prezentace	03/12/2020 11:53	7324.2	Ano

- d. Sharing the screen: 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 minimalized 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 minimalized 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.



- N. 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. 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. The manual for publishing the record of the conference is here: <https://el.lf1.cuni.cz/zverejneni-zaznamu-konference/>

- O. 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.

7. 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.

8. 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.

9. The manual Adobe Connect

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

10. 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.