Getting Started with Adobe Connect

As with any tool or technology, there are strategies that will help make your first attempts with Adobe Connect successful. Below are some tips that will help you prepare for the first meeting.

View this Quick Start Guide and use it as a reference as you begin using Adobe Connect.

### Before the meeting, consider the following preparation tips:

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<th>It is always best to prepare for the meeting beforehand</th>
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- Establish goals and objectives for your meeting.
  - Having an objective will bring focus to the material presented in the meeting.

- Practice a dry run of your session and encourage your presenters to practice. Keep in mind, you can't make someone practice, but many people find that a practice session makes them much more comfortable with the medium and allows them to focus on the content they are delivering.

- Upload any materials that you plan to share during the Adobe Connect session prior to the meeting.

- Choose a location that is conducive to focusing on your meeting and remove any distractions.
  - Turn off radios and televisions. Would you normally read an email or do other activities if you were hosting a live meeting or teaching a class?

### During the meeting, consider the following technical tips:

- Run the connection test, to ensure that you will be able to access Adobe Connect without problems.

- Sign on to your first Adobe Connect session early.

- Check your settings, including audio and video.

- Arrange your layout and add/remove the pods that you plan to use.

- Promote user interaction by using the following Pods:
  - **Q&A Pod**: Allows for questions during your presentation. You can receive questions and answer groups of questions throughout your presentation.
  - **Poll Pod**: Ask questions and allow everyone to respond.
  - **Web links Pod**: Open selected sites and display content to all participants.

- Use Emoticons.
  - Remind participants that they can use emoticons, which include raising a hand, slow down, and speed up icons. Emoticons provide continuous feedback during your presentation, and allow you to adjust the meeting content based on attendee reactions.

With Adobe Connect, there are three default layouts to choose from: **Sharing**, **Discussion**, and **Collaboration**. In addition to these three, you have the option of creating your own layout by adding the Pods of your choice.

Below is an example of the Sharing layout.
Click for more information on Pods and Creating Layouts.