Use Adobe Connect Pods

Adobe Connect contains a variety of Pods that can be utilized in the meeting room. A Pod is a modular building block that pertains to a specific functionality. Below is a list of Pods, and their functions.

To view the various Pods, simply select Pods from the top menu bar

Adobe Connect Pods:

<table>
<thead>
<tr>
<th>Pod Name</th>
<th>Description</th>
<th>Photo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Share</td>
<td>This pod allows you share content in several ways. You can share your entire desktop (computer screen) or a specific application. You can also share documents, either on your computer or previously uploaded to the content library. Finally, you can use the Share pod to share Whiteboards. You can also allow presenters to share content. See Load Files, Share Documents and Share Screens for more information.</td>
<td></td>
</tr>
<tr>
<td>Attendee List</td>
<td>This pod allows you to see who is signed on to the meeting. You can also monitor name, role, and status. Participants can use emoticons to communicate with you. You can also grant presenter and microphone rights. See Manage Attendees for more information.</td>
<td></td>
</tr>
<tr>
<td>Video</td>
<td>This pod allows you to display video from a webcam and voice from a microphone connected to your PC.</td>
<td></td>
</tr>
<tr>
<td><strong>Chat</strong></td>
<td>This pod allows you to communicate with all participants or individual participants. Participants can use this pod to communicate with each other.</td>
<td></td>
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<tr>
<td><strong>Note</strong></td>
<td>This pod allows you to display static text to participants.</td>
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<tr>
<td><strong>Poll</strong></td>
<td>This pod allows you to ask a question and gather, view and track participant feedback. You can only ask one question per poll pod. Question types: Multiple Choice, Multiple Answers, Short Answer. You can use multiple poll pods.</td>
<td></td>
</tr>
</tbody>
</table>
File Share
This pod allows you to distribute files that you have uploaded to the meeting room.

See Load Files, Share Documents and Share Screens for more information.

Web Links
This pod allows the host or presenters to force automatic browsing of a web page on participants' computers.

See Load Files, Share Documents and Share Screens for more information.

Q&A
This pod allows you to use a moderated chat to monitor questions and their corresponding answers.

Participants can ask questions.

Moderators (Hosts, Presenters) can choose which question to answer and broadcast their answer either privately (to the asker) or to all.

Breakout Pods
Breakout rooms are subrooms that can be created within a meeting. They are useful for splitting a large group into smaller groups that can talk or collaborate.
**Whiteboard**
This pod allows you to create collaborative text, drawings or annotations. You can overlay a whiteboard over an existing document. The stand-alone whiteboard allows you to create content on a white background. From the Share pod, the whiteboard allows you to overlay your shared content for annotations or drawing.

See Load Files, Share Documents and Share Screens for more information.

Pods have different options. In order to access them, click on the **Pod Options** menu in the upper-right hand corner of the Pod.

- **Attendee List (2)**
  - **Active Speakers**
  - **Hosts (1)**

**Meeting Host**