

What is Adobe Connect?

Adobe Connect is a program that allows live, online meetings for anyone that has an internet connection and the appropriate software installed. The number of participants in the room can vary from two to one hundred.

Particularly, Adobe Connect is useful for conducting virtual meetings and classes, allowing group collaborations, and sharing presentations from the computer.

Can anyone use Adobe Connect?

Adobe Connect is available to the faculty and staff at OHSU School of Nursing. Due to a limited number of host accounts and teleconferencing lines all meetings must be scheduled through Corey MacMillan (macmillc@ohsu.edu).

Where do I find login instructions for Adobe Connect?

For meeting hosts: <http://www.ohsu.edu/xd/education/schools/school-of-nursing/about/upload/ADOBE-CONNECT-LOGIN-HOST-DOC-rev-oct13.pdf>

For meeting participants: http://www.ohsu.edu/xd/education/schools/school-of-nursing/students/resources/upload/Web_Conference_Login_SON_Students.pdf

What if I forgot my password?

E-mail Corey MacMillan at macmillc@ohsu.edu and he will assign a temporary password and send you a link to reset your password.

How do I create a meeting room?

Contact Corey MacMillan if you need a new room and URL for a particular meeting or class.

Can I re-use the same meeting room?

Yes, once you create a meeting room, you can use it as many times as you like. It will be available at the assigned URL until you choose to delete it.

What are the possible roles in an Adobe Connect meeting?

There are three main roles you can have in a meeting: Meeting Host, Presenter, Participant.

Meeting Host

The Host can perform the following tasks:

- Set up meetings, invite guests, approve guests, put rooms on hold or end them
- Add or edit layouts
- Promote and demote attendees
- Switch to preparing mode to create or edit layouts for a different presentation-
- Show slides and content, share screens, broadcast audio and video, and change the meeting room properties
- Control participant audio and video broadcast
- Record the meeting room

Presenter

The Presenter can perform the following tasks:

- Show slides and content, and share screens
- Chat, answer questions, and broadcast live audio and video

Participant

The Participant can perform the following tasks:

- View and participate in a meeting
- View the content being shown, hear and see the presenter's audio and video broadcast, use text chat, take polls, and download files
- If given permission, broadcast their own audio and video
- If given permission, control specific Pods where access has been granted

How do I obtain Meeting Host privileges?

The School of Nursing has licensed a limited number of Adobe Connect Host accounts. If you need to host a meeting please contact Corey MacMillan or your program support staff member who can connect you to your room.

What are the system/software requirements to use Adobe Connect?

See <http://www.adobe.com/products/acrobatconnectpro/systemreqs/>

- Windows
- Macintosh
- Linux

⚠ Win64

Adobe Connect meetings will not run on a Windows 64 bit OS desktop as Flash does not have 64 bit support. If the client is using a 64 bit browser then they will not be able to participate in a meeting.

However, you can run a 32 bit browser in the 64 bit environment and then use the Flash Player with that browser. Same would go for the Connect Add-in as it would be loaded into the 32 bit browser as well.

Is there a limit on how many people can attend a meeting?

Yes. There is a 100 user maximum.

How much does it cost to use Adobe Connect?

There is no direct cost with Adobe Connect however if you are using a phone conference line which is recommended for all classes the cost is approximately 4 cents per minute *per caller*.

Who do I contact for help?

For assistance with Adobe Connect, please contact Corey MacMillan at macmillc@ohsu.edu or by telephone at 503-312-9546.

Can I record a meeting in Adobe Connect?

Yes, Adobe Connect meetings can be recorded and saved for playback. Since Adobe Connect records the events rather than just static screenshots, participants or those unable to attend the meeting can play the recording in whatever size they would like and use some of the interactive features that a typical participant would have been able to manipulate.

How long will archives (recordings) of my meetings be maintained?

As with other content within Adobe Connect, archives will be maintained for a period of at least two years. After two years, if a recording has not been accessed or modified within the prior two years, then it will be removed from the system.

Can I watch an archived (recorded) meeting on my iPod?

No. You will not be able to watch recorded meetings on any media device other than the computer because of the formatting of the saved recording.

Can users outside OHSU join a meeting?

Yes, anyone can join a meeting using Adobe Connect provided they meet the system requirements.

What if I am having Audio Trouble?

We recommend using the telephone system to minimize all audio difficulties. For best results use a headset system with a mute option. Be sure to have all users follow telephone conference etiquette. http://www.ohsu.edu/xd/education/schools/school-of-nursing/about/upload/Conference-Call-Etiquette_Guidelines_OAA.pdf

If you believe there may be a system issue please contact Corey MacMillan.

Can I get a transcript of my Chat pod?

If you are the Meeting Host, you can select the Chat pod options (gear icon) > Email Chat History to email a copy of the chat pod. It will only contain the last 250 lines of text.