Online Meeting (using Adobe Connect) – First time setup for Interact hosts

To participate in an Online Meeting (using Adobe Connect) you need a headset (headphones and microphone – the same as desktop videoconferencing). Headsets can be purchased from the CSU Computer Shop or retail outlets.

Make sure your headset is connected to your computer before you start the setup. It is recommended you run the Audio Setup Wizard a few days before your first Adobe Connect meeting in case you need to resolve any audio problems.

2. Select Enter as a Guest, type your name in the Name field and click Enter Room
3. Follow the instructions to run the Audio Setup Wizard and Install the Adobe Connect Add-In (this is optional unless you want to share your screen or pptx files during a meeting but we recommend you install it - obtain installer's rights now)

Troubleshooting


If you cannot open the test page you need to upgrade to Adobe Flash Player 11.5 by:

- going to Install Software on your CSU computer or
- clicking here to upgrade your personal computer.

Full computer (and mobile device) requirements for Adobe Connect 9 are listed at http://www.adobe.com/au/products/adobeconnect/tech-specs.html
If Adobe Connect does not work well in your browser:

- clear the cache by taking the following steps:
  - open the help menu in your browser;
  - type the words clear the cache; and
  - start the search to locate step by step instructions.
- try using Internet Explorer if you are not using Internet Explorer and experiencing problems. Google Chrome is NOT recommended at this stage.
- turn pop up blockers off in browser and added Google toolbar.
  If you are having problems installing the Add-In after upgrading your version of Flash check that your pop up blockers are turned off.
  If you have a pop up blocker enabled the dialogue box for downloading the Add-in will not appear:
    - open the help menu in your browser;
    - and search for pop up blocker to locate step by step instructions for disabling/turning it off.

If you are having problems on your personal computer check if your security/antivirus software has pop up blockers turned on, if so turn it off so you can download the Add-In then turn it back on again – search the help for instructions).

Before You Can Create An Online Meeting Room In Interact

Subject site - Online Meeting tool must be turned on. It is recommended that you make it available to all so students can access it from Interact. Subject Coordinators must go to Site Info, Edit Tools, select Online Meeting Adobe Connect web conferencing tool (see image) with dot in far right to make available to All and click Continue.

Project site - Online Meeting tool must be turned on by the site owner (Site Info, Edit Tools, select Online Meeting and click Continue)

Creating An Online Meeting Room In Interact

1. Go to the subject or project site in Interact and click Online Meeting
2. Click New Room
3. In subject sites the room name will be the subject, session and campus code by default. Leave this information in for administrative purposes. You can add extra information to the end to differentiate between rooms, for example PSY204 201330 B D Tutorial and PSY204 201330 B D Exam Revision. You can edit the name of the room later if you decide it needs to be changed.

4. Select a meeting template from the Type of Room drop down box. Click the down arrow to view the options.

<table>
<thead>
<tr>
<th>Default Novice Template</th>
<th>Pods available in all other Layouts</th>
<th>Default Regular Template</th>
<th>Default Advanced Template</th>
<th>Default Meeting Template</th>
<th>Default Training Template</th>
<th>Default Events Template</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Novice" /></td>
<td>- Share</td>
<td><img src="image" alt="Welcome" /></td>
<td><img src="image" alt="Sharing" /></td>
<td><img src="image" alt="Lobby" /></td>
<td><img src="image" alt="Lobby" /></td>
<td><img src="image" alt="Lobby" /></td>
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<tr>
<td>Default Novice Meeting Template has Share, Video, Attendees and Chat pods for you to use.</td>
<td>- Video</td>
<td><img src="image" alt="Discussion" /></td>
<td><img src="image" alt="Collabor..." /></td>
<td><img src="image" alt="Classroom" /></td>
<td><img src="image" alt="Present..." /></td>
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<td>- Attendees</td>
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</table>

Once you are familiar with the tool you can create other layouts. All pods are available from all templates, the layouts are just to get you started.

You can add and show more pods and move them to different locations on the screen during your meeting.

Think of the above templates and layouts as default, you can easily add pods from the Pods menu before and during your meeting.
Default Regular Meeting Template has 3 preset layouts to choose from during your meeting:

1. Welcome – Share, Video, Attendees and Chat;
2. Discussion – Share, Attendees, Chat, Poll and Discussion Notes;
3. Thankyou – Share (Whiteboard), Attendees, Chat, Q and A, Notes and Files.

Default Advanced Meeting Template has 3 preset layouts to choose from during your meeting:

1. Welcome – Share, Video, Attendees and Chat;
2. Discussion – Share, Attendees, Chat, Poll and Discussion Notes;
3. Collaboration – Share (Whiteboard), Attendees, Chat, Q and A, Notes and Files.

Breakout rooms are an advanced feature and can be accessed via the Attendees pod.

5. Click the calendar icon to open the calendar, click the time down the bottom of the calendar and use the arrows to adjust to your preferred start time and click OK. Now click on a date to select your start date.

6. If you would like the meeting to recur click to select recurrence and more options will appear, specify when and how many times you would like it to recur eg When: Weekly How Many Times: 8. This setting would open the meeting between your start and end time every week for 8 weeks.

7. Select your required Access options (we recommend the options which are already selected by default).

8. Click to select if you want to Add event to the calendar, Add announcement and/or Send mail notification about the online meeting.

9. Click Create to create your online meeting room.

You are now ready to enter your new meeting room and start preparing it for your first online meeting. Click the room name to enter.