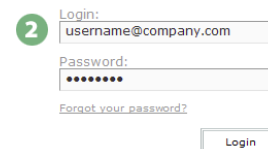


Getting Started with OTN Webconferencing – Hosting a Meeting

Open Web Browser

Navigate to <https://mywebconference.otn.ca> in your favorite web browser. You may wish to bookmark the link for future convenience. Click “Log in to Adobe Connect”.

Login with your Connect Pro username and password. If you don't know your password, click the “Forgot your password?” link.



2 Login:
username@company.com
Password:

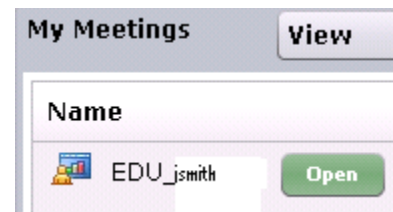
Forgot your password?
Login

Open a Room


Once authenticated, you are taken to the Connect Pro Central Homepage. Under the Meetings heading, two rooms have been created for you. The room names begin with either the prefix **edu_** or **adm_**. Click “Open” next to the room you wish to use (e.g. edu_jsmith for education uses or adm_jsmith for administrative meetings).

Note: **It is recommended that you use the existing rooms.** However, if you wish to create new rooms, please ensure the following:

- All rooms must begin with the prefix edu_ or adm_
- New rooms must be assigned to either the Education or the Administration cost centre to comply with the Acceptable Use Policy.
- Do not add attendees when creating rooms. Skip to Finish.



My Meetings View

Name
 EDU_jsmith Open

Install the Acrobat Connect Add-In

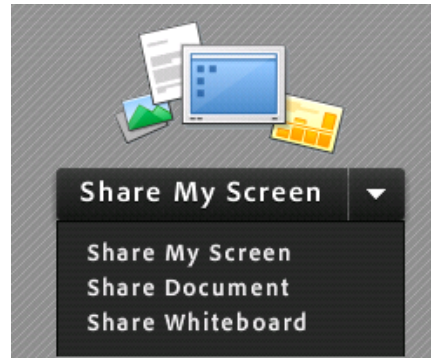
If you have never hosted a Connect Pro meeting before, you are prompted to install the Acrobat Connect Add-In. Click Install and follow the instructions. Please ensure that your pop up blocker is turned off.

Note: Meeting participants are only required to have the Adobe Flash Player installed and do not need to install the Connect Pro Add-In.

Start Screen Sharing

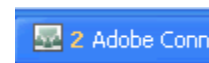
In the Start Screen Sharing dialog, choose how you would like to share your screen.

- Share My Screen: Shares any open Windows (recommended).
- You can also share only a specific document or whiteboard



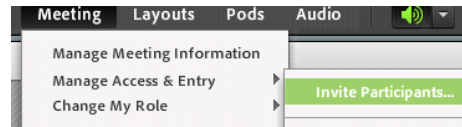
A Connect Pro icon appears in your system tray while you are sharing your screen. Click on this icon to view a menu where you can Stop Sharing or access other available options.

Tip: If you choose to share your screen, it is recommended that your screen resolution is set to 1024x768 pixels or lower.

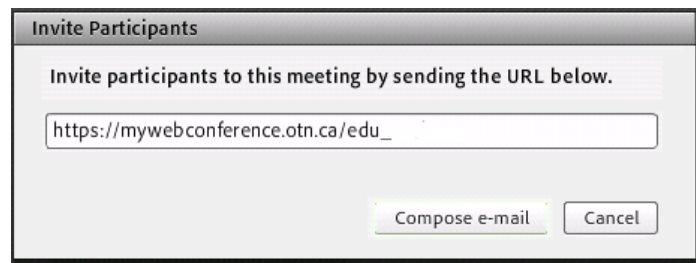


Inviting Attendees

From within a meeting, you can invite attendees by opening the Meeting Menu and selecting Manage Access & Entry > Invite Participants. You can easily invite attendees to your meeting by sharing the meeting room URL in an email, meeting invitation, chat message, or even verbally over the phone.



In the Invite Participants dialog, click Compose e-mail. An e-mail appears in your computer's default e-mail client that is pre-populated with meeting information.



Invite attendees by entering in their e-mail addresses and sending the e-mail.

When attendees arrive to your meeting room, a notification window appears asking you to either Accept or Decline the attendee. Once accepted, the attendee appears in the attendee list.

Managing Attendees

Meeting attendees fall into three roles:

- Host: Organizes and facilitates the meeting.
- Presenter: Assists in meeting facilitation, presenting content, sharing their screen.
- Participant: Largely a spectator in the meeting who can chat, respond to polls, and their change status

To change an attendee's role, select their name in the attendee list and click the Set User Role button, then choose the role to assign to selected attendees.

Tip: If you wish to change multiple attendees' roles at the same time, hold down the Control key while selecting their names and then set their role using Set User Role.

You can find additional resources by visiting the Acrobat Connect Pro Resource Center at www.adobe.com/resources/acrobatconnect.