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# Learning Adobe Connect 9

Successfully create and host web meetings, virtual classes, and webinars with Adobe Connect

Miloš Radovanović

Miloš Vučetić

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BIRMINGHAM - MUMBAI

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---

I would like to thank my greatest inspiration, Ksenija (my soon to be born baby daughter) and my wife, Nataša, who is very proud of me for completing this book. She was always there for me with unreserved support and encouragement while working on the book.

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**Miloš Vučetić** is a software engineer at software development company PSTech in Belgrade, Serbia. Miloš connected with the Adobe Connect application for the first time as a quality automation engineer, where his passion for in-depth code testing introduced him to the magnificent features of this great application. He continued his work on the application on the creative side by developing various components for Connect, along with a large bundle of third-party tools that integrate perfectly with Adobe Connect due to his never-ending quest for perfection and quality. His artistic soul continues to expand horizons, as he uses Flex and Java to continue his great works of programming and further enhance users' visual and functional experience with Connect. In his everyday enterprise adventures, he uses multiple technologies and platforms to improve every aspect of his development skills. He graduated from the University of Belgrade, with a B.A. in Information Systems and Technologies. He lives with his girlfriend, Zorica, in Belgrade, who occasionally lets him play cards with his friends.

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My deepest gratitude goes to my parents, who supported me along my journey on every step of the way. I am very thankful to my girlfriend, who tolerated my long nights in front of this text and helped me to overcome doubts that I had when inspiration was nowhere to be found. Many thanks to my sister, who gave me endless support throughout this process. Special thanks for close collaboration and great friendship goes to my great friend and colleague Miloš Radovanović, along with our colleague Gabriele Giganti, who shared his wisdom and good sense of humor when it was much needed.

---

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# Preface

Modern world organizations require effective collaboration in order to improve productivity. Today we live in an era of companies that are spread across different continents, while there is an ever-increasing need to effectively share information in real time and to discuss a multitude of ideas, no matter where we are.

Conferencing tools enable users to increase their productivity and improve communication with their functionalities that include interactive experiences supported by multiple features. One of the most advanced conferencing tools and the market leader today is Adobe Connect. With its features that include audio and video, various sharing capabilities, meeting recordings, advanced users management, and file sharing and transferring, it is a great tool that will help you organize and present your content in the most efficient manner while capturing audience with rich and engaging presentations.

## What this book covers

*Chapter 1, Starting With Adobe Connect Application*, will cover the basics of the Adobe Connect 9 application, after which you will be able to navigate through the application.

*Chapter 2, Creating an Adobe Connect Meeting Room*, will teach us how to create meeting room in the application, to manage meeting attendees, and to send invitations for meetings.

*Chapter 3, Managing Adobe Connect Meeting Room*, will explain how to edit various settings for existing meetings.

*Chapter 4, Customizing the Viewing Experience*, will provide guidelines on how to create meeting room templates and customize the Connect application.

*Chapter 5, The Content Library*, will discuss how to use the Content library features.

*Chapter 6, Meeting Room Overview*, will walk us through the meeting room features and its functionalities.

*Chapter 7, Sharing Presentations*, will walk us through the share pod and its basic functionalities.

*Chapter 8, Using a Whiteboard Feature in the Meeting Room*, will walk us through the whiteboard features.

*Chapter 9, Using Screen Sharing*, will walk us through the screen sharing options for the share pod. After reading this chapter you will be able to share your desktop, applications, and windows.

*Chapter 10, Customizing Pod Display*, will acquaint us with the pod menu description, pod preferences, and how to manage pods.

*Chapter 11, Customizing and Saving Layouts*, will provide guidelines on how to create and manage meeting room layouts.

*Chapter 12, Recording Adobe Connect Meetings*, will teach us how to record and manage meetings.

*Chapter 13, Sharing Files, Polls, and Web Links*, will provide guidelines on how to use File Share Pod, Poll Pod and Web Links Pod.

*Chapter 14, Managing Text Messages and Questions*, will walk us through the use of the Chat Pod, the Notes Pod, and the Q & A Pod.

*Chapter 15, Using Audio and Video*, will discuss how to use the audio and video conferencing features of Adobe Connect.

*Chapter 16, Using Breakout Rooms*, will explain how to use breakout rooms and their features.

*Chapter 17, Integrating With Microsoft Outlook and Other Applications*, is not present in the book but is available as a free download from the following link: [http://www.packtpub.com/sites/default/files/downloads/Integrating\\_With\\_Microsoft\\_Outlook\\_and\\_Other\\_Applications.pdf](http://www.packtpub.com/sites/default/files/downloads/Integrating_With_Microsoft_Outlook_and_Other_Applications.pdf). This will guide us on how to use the external Connect applications, such as Connect Outlook Add-in and Connect Add-in for Microsoft Lync.

*Chapter 18, Creating and Managing Adobe Connect Events*, is not present in the book but is available as a free download from the following link: [http://www.packtpub.com/sites/default/files/downloads/Creating\\_and\\_Managing\\_Adobe\\_Connect\\_Events.pdf](http://www.packtpub.com/sites/default/files/downloads/Creating_and_Managing_Adobe_Connect_Events.pdf). This will explain how to create and manage events.

## What you need for this book

You can register for a free Adobe Connect trial account, and in order to successfully use a meeting room, you must have an Internet connection, any modern browser (for example, Mozilla Firefox, Google Chrome, or Internet Explorer), and an installed version of Flash Player. Minimum requirements are Flash 10.1 for Adobe Connect 8 and 10.3 for Adobe Connect 9.

## Who this book is for


This book is for users who would like to start utilizing the Adobe Connect application for web meetings, eLearning, and Webinars, and for those who are looking to learn Connect and get up to speed with using all the features that will help them to enable instant access to their web conferences from any mobile device or desktop, to improve collaboration while engaging meeting participants with great video experience and rich multimedia features. Readers of this book will be able to improve their web conferencing experiences by driving more efficient meetings and much better collaboration for all participants.


## Conventions

In this book, you will find a number of styles of text that distinguish between different kinds of information. Here are some examples of these styles, and an explanation of their meaning.

Code words in text are shown as follows: "Depending on Connect settings, it might be the case that initially the `Shared Meetings` folder is only available to those users with Admin or Meeting Host role."

**New terms** and **important words** are shown in bold. Words that you see on the screen, in menus or dialog boxes for example, appear in the text like this: "On the right-hand side of the **Main Menu** bar, there is a **Search** text field for quick search functionality".

[  Warnings or important notes appear in a box like this. ]

[  Tips and tricks appear like this. ]