

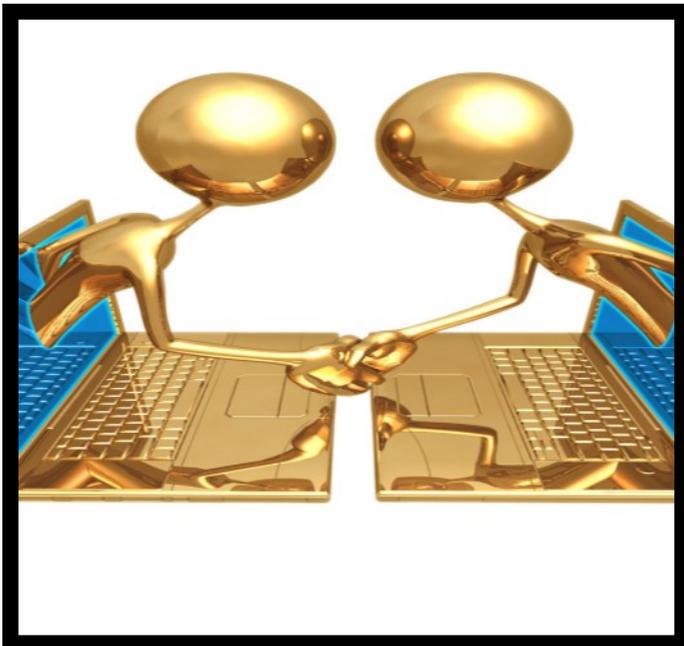
Hosting a web meeting?

**Discover the true power of digital meetings for your organization via
Adobe Connect!**



Log on now

<https://hrsa.connectsolutions.com>



Host and Join Web Meetings from any remote location!

Make the most of your telework day by hosting or joining meetings right from your home office.

Requesting an Adobe Connect Account:

In order to take advantage of this powerful tool please submit a ticket to the helpdesk to get an Adobe Connect account created. You can submit a helpdesk ticket by calling **1-301-496-HELP (4357)** or by going to **cit.nih.gov**.

- Take advantage of the powerful screen sharing features
- Record Meetings
- Add audio to your meetings
- Make use of powerful chat features (public and private)



Login to the website at
<https://hrsa.connectsolutions.com/>

ADOBE® CONNECT™

Login:

Password:

[Forgot your password?](#)

Remember me



Once you are successfully logged in you can chose from the following options.



Home | Content | Training | Meetings | Seminars | Event Management | Reports | Administration

Create New:  MEETING  CONTENT  VIRTUAL CLASSROOM  COURSE  CURRICULUM

Times displayed in : (GMT-05:00) Eastern Time (US and Canada)

 My Calendar  My Training  Training Catalog  My Meetings  Resources

To create a Web meeting click the “Meeting” Button.

Filling out the Meeting Form

Fill in the information below paying close attention to all of the available options.

The Custom URL field is the link that you will email the recipients who you would like to attend the meeting. You can either leave it blank which will generate a random URL or you can create your own which can be used over and over again. You cannot use a URL that is currently in use.

Enter Meeting Information

Enter Meeting Information > Select Participants > Send Invitations

Meeting Information

Name: *

Custom URL: (Leave this field blank for a system-generated URL, or include a unique URL path. Please use only ascii alphanumeric characters or hyphens. For example: 'product-demo' will result in https://hrsa.connectsolutions.com/product-demo/)

Summary:
(max length=4000 characters)

Start Time: 17 June 2014 11:00 AM

Duration: 01:00 hours:minutes

Select Template: Shared Templates/Default Meeting Template

Language: * English

Access:

Only registered users may enter the room (guest access is

Only registered users and accepted guests may enter the room

Anyone who has the URL for the meeting can enter the room



Chose your Audio Options



Fill in the information below paying close attention to all of the available options.

Audio Conference Settings

Do not include any audio conference with this meeting.
(Select this option to create a VOIP only meeting.)

Include this audio conference with this meeting: [Manage Audio Profiles](#)
(Please note that audio conference setting changes would be effective for new meeting sessions only.)

Include other audio conference with this meeting.

Conference Number(s):

Moderator Code:

Participant Code:

Update information for any items linked to this item.

*- indicates required fields

Cancel < Previous Next > **Finish**

Click Finish when complete.

Selecting Participants

HRSA's Outlook is not configured to work with the Select Participants list so just leave this as is and click finish. You will be sending an email to the participants with the URL included as shown on the next page. Click Next to continue.



Select Participants

Enter Meeting Information > **Select Participants** > Send Invitations

Available Users and Groups

- Administrators
- Administrators - Limited
- Authors
- Training Managers
- Event Managers
- Event Administrators
- Learners
- Meeting Hosts
- Seminar Hosts
- Adobe Connect Trainings
- Bureau of Clinician Recruitment and Service (BCRS) 2012
- Bureau of Clinician Recruitment and Service (BCRS) retired

Search Add

Current Participants For Test Meeting2

Rebecca Wildberger	Host	RWildberger@hrsa.gov

Search Permissions Remove

Cancel < Previous **Next >** Finish

Send Invitations

Enter Meeting Information > Select Participants > **Send Invitations**

Send E-Mail Invitations:

- Send Invitations
- Do not send invitations

To:

All Hosts, Presenters and Participants

Subject:

Adobe Connect - Meeting Invitation to "

Attach Microsoft® Outlook™ calendar event (iCal) to e-mail message:

- Yes

Message Body:

Please join me in an Adobe Connect Meeting.

Meeting Name: Test Meeting2
Summary:
Invited By: Rebecca Wildberger (RWildberger@hrsa.gov)
When: {meeting-time}
Time Zone: {time-zone}

Cancel < Previous Next > **Finish**

Click Finish when complete.



Sending the email invite

Right click on the URL link and choose copy then minimize the window and bring up your email application

Home | Content | Training | Meetings | Seminars | Event Management | Reports | Administration

Shared Meetings | User Meetings | My Meetings | Meeting Dashboard

User Meetings > RWildberger@hrsa.gov > Test Meeting

Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | Recordings | Reports

Meeting Information

Name: **Test Meeting**

Summary:

Start Time: **06/17/2014 11:00 AM**

Duration: **01:00**

URL: **<https://hrsa.connectsolutions.com/becky/>**

Number of users in room: **0**

Language: **English**

Access: **Anyone who has the URL for the meeting can enter the room**

You can then send the invite as an email or as a calendar invite.

File Message Insert Options Format Text Review Adobe PDF

Cut Copy Paste Format Painter Clipboard Basic Text Address Book

From: rwildberger

To: **HRSA Helpdesk Staff;**

Cc:

Bcc:

Subject: Adobe Connect Meeting

Meeting to discuss the Smart Board setup.

<https://hrsa.connectsolutions.com/becky/>

Example of Calendar invite with Adobe Connect URL



The screenshot shows a Microsoft Outlook calendar invitation window. The title bar reads "Meeting". The ribbon includes "File", "Meeting", "Insert", "Format Text", "Review", and "SecureZIP". The "Meeting" ribbon has several groups: "Actions" (Delete, Calendar, Forward, OneNote), "Show" (Appointment, Scheduling Assistant), "Online Meeting" (Online Meeting), "Attendees" (Cancel Invitation, Address Book, Check Names, Response Options), and "SecureZIP". A message icon indicates "Invitations have not been sent for this meeting." The "To:" field contains "HRSA Helpdesk Staff". The "Subject:" is "PIV card Meeting". The "Location:" is "Adobe Connect Web Meeting". The "Start time:" is "Tue 6/17/2014 2:00 PM" and the "End time:" is "Tue 6/17/2014 2:30 PM". There is an "All day event" checkbox. The body of the invitation says "Follow up meeting." and includes the URL <https://hrsa.connectsolutions.com/becky/>.

Joining the meeting

ADOBE® CONNECT™

Test Meeting

Enter as a Guest

Name

Enter Room

Enter with your login and password
(Required for hosts, recommended f

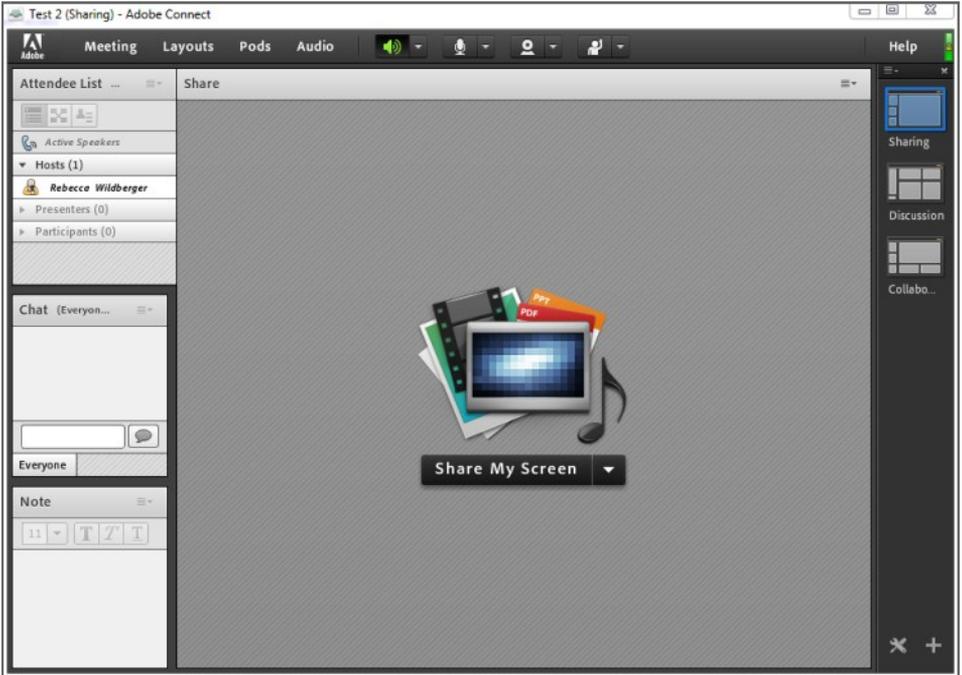


Note: If you are the meeting host or presenter it is mandatory that you login with your Adobe Connect account credentials.

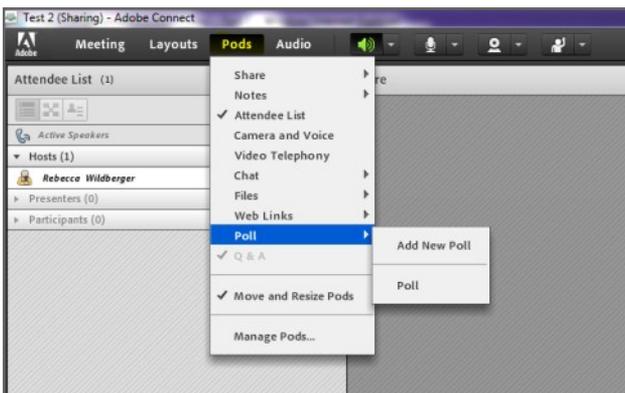
The Meeting Space

The meeting space is built of several components to enhance your experience. On the left side of the screen you will see some boxes “Pods”. The default pods shown are the Chat pod with public and private options and a Note Pod for capturing meeting notes.

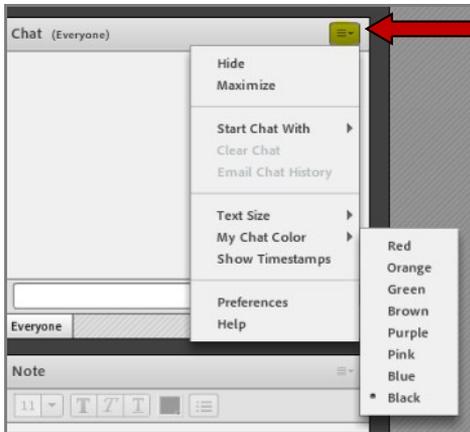
Each Pod has options in which you can customize the text. You can change the font, font size color and more.



You can choose which pods you would like to display on the screen by clicking “Pods” on the main menu and toggling on and off the pods you would like to see.



Customizing Pod options. Click the upper right hand icon that is shown highlighted in yellow. You can choose from the following options.



Meeting Options

Clicking the Meeting Menu option will give you the ability to select from several options.



Note: If you choose to record your meeting all chat will be recorded and made visible in the video. This include all private chat.



Meeting Host and Presenter

The **Host** has full control over all functions of the meeting. This individual(s) starts the session.

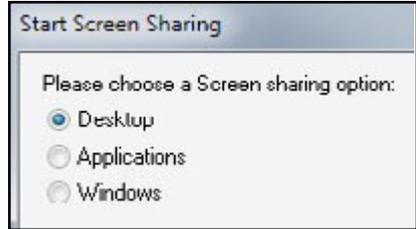
- Setup the meeting room by inviting participants, controlling access to the meeting room and setting the meeting room connections.
- Customize the meeting room by creating, reorganizing, adding, and deleting new meeting room layouts and display areas, called Pods.
- Promote, demote, or eject users in the meeting room.
- Give enhanced permission to users
- Create and manage small group breakout rooms within a meeting
Perform all tasks that a presenter or participant can

The **Presenter** has "moderate" access to the meeting. Can add, remove and adjust the layout of rooms.

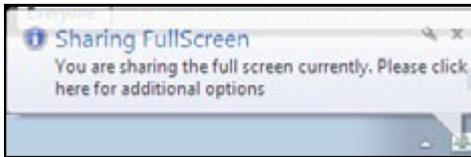
- Send Text Messages to other people in the meeting room
Moderate questions and answers by redirecting questions to the appropriate presenter, replying to questions with answers and questions pairs, filtering questions, and sending answers to the sender or all attendees.
- Create text notes for participants that stay visible when and where you want them to.
- Provide context and collaborate in real time with participants on a free-form text and drawing surface.
- Broadcast video and audio to other meeting participants and enable and approve broadcast from other participants.
- Present content of participants including PowerPoint, Connect Presentations, images, Flash Applications, and Flash Video.
- Screen Share the display or control applications on your computer to give a product demo, how content or control applications that not listed above.
- Poll meeting participants with questions and responses that you create, and view results
- Force browsing to web links by adding and pushing the selected links
Setup file downloads for the participants

Desktop Screen Sharing Feature

If you are the Presenter or Host of the meeting you will have the option to share your screen with the audience. Locate the Screen Sharing icon in the middle of the meeting space and select Share my screen. You then have the following options.



- Desktop:** Share all applications on your desktop.
- Windows:** Choose specific, already open windows to share.
- Applications:** Share one or more applications along with related windows.



An Adobe Connect icon appears in your system tray (Windows) or your toolbar (Mac & Linux) while you are sharing your screen. Click on this icon to view a menu where you can stop sharing or access other available options.



For more information call the Helpdesk at
301-496-HELP or 301-496-4357

Helpdesk: 301-496-HELP

Submit a ticket online:

<http://itservicedesk.nih.gov/support/>

