ADOBE CONNECT MODERATOR INSTRUCTIONS

AMAC Adobe Connect login: https://amacusg.adobeconnect.com
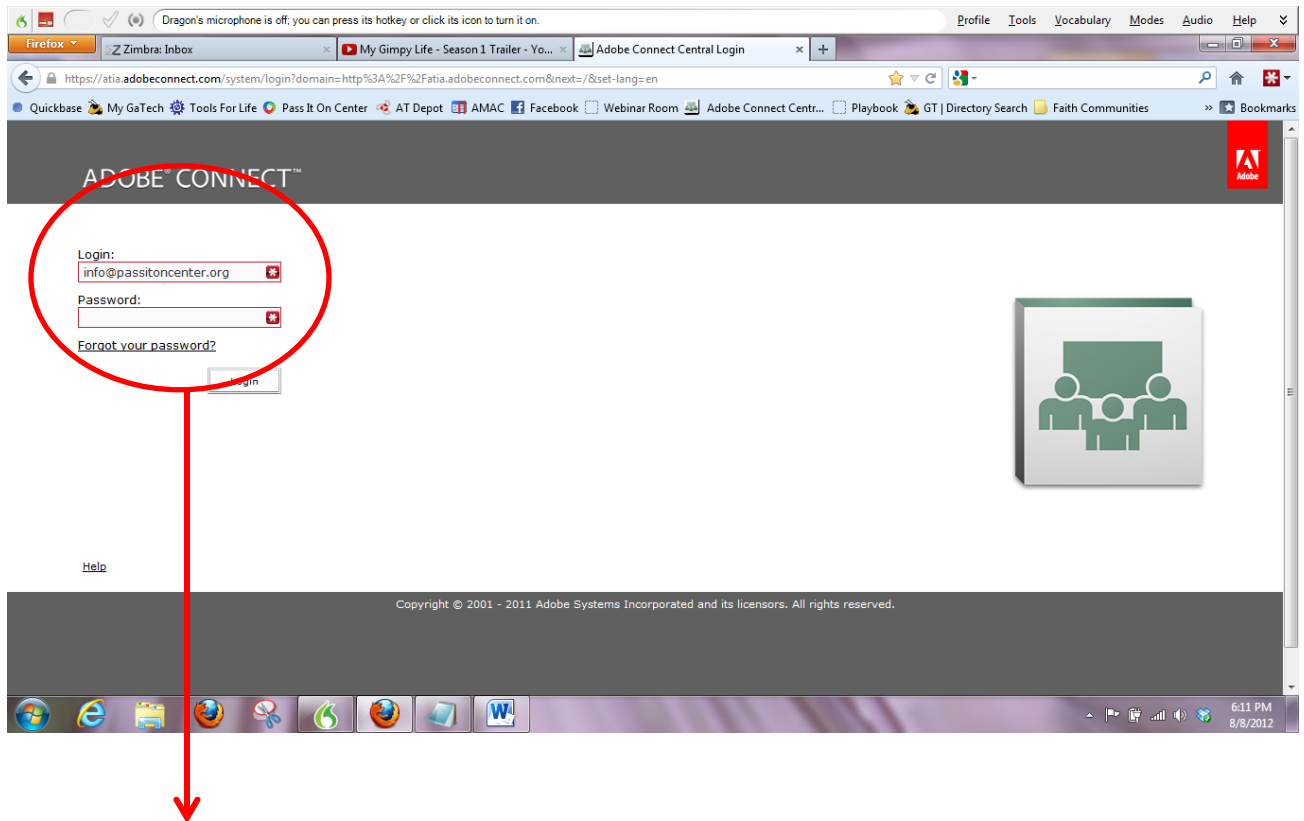
Login ID: ToolsForLife@gatfl.gatech.edu
Password: amacac512

Look for your webinar title and click the green open button. This will open the webinar room in a separate Adobe Connect window.
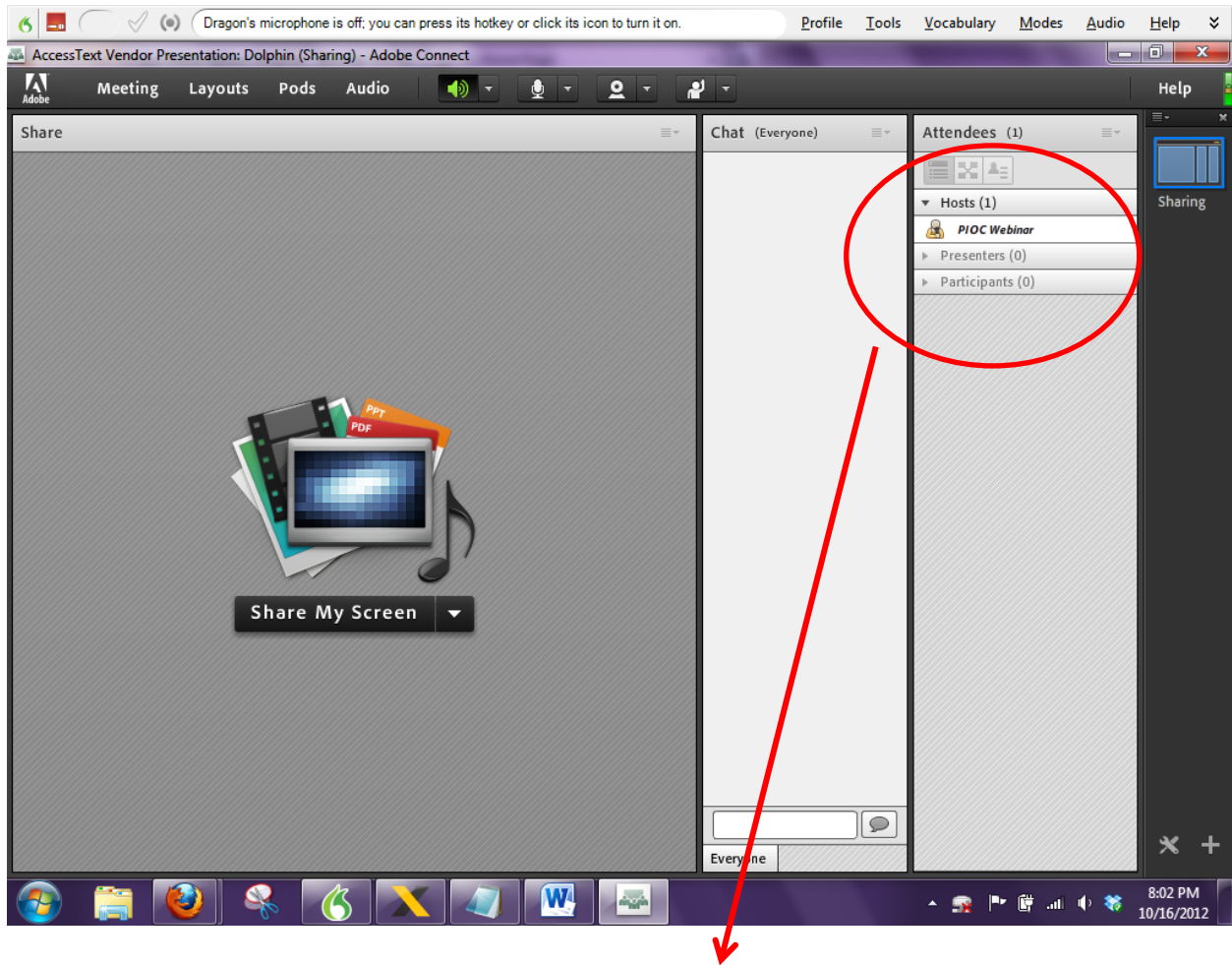
You will automatically be logged in as "LIZ PERSAUD". To change this to any name you would like (see next image)
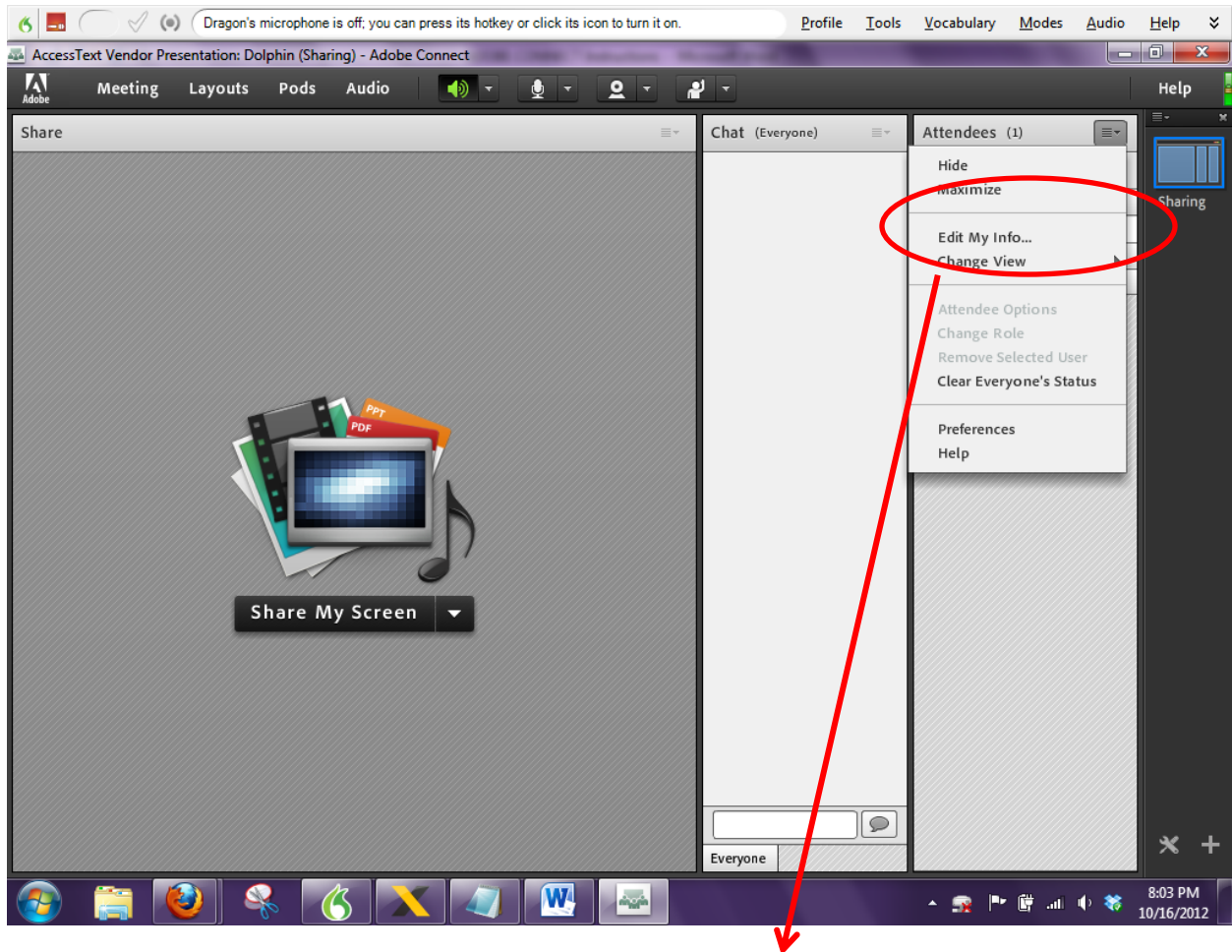
Right-click on the 3 horizontal stripes drop-down menu on the attendee pod and choose "Edit My Info". Type in the name that you would like (your name and organization name, Carolyn Phillips - Tools for Life) and click OK.

Important Reminder:
Whatever name is used by a participant to sign into the webinar room is what shows up in the participant list recorded by Adobe Connect. If a participant signs on with just a first name or just their initials, please ask them to sign out and come back and with their full name and name of organization. It is Tools for Life best practice to have participants provide their full name so we will have a complete list of webinar attendees to submit for offering and applying for credits.
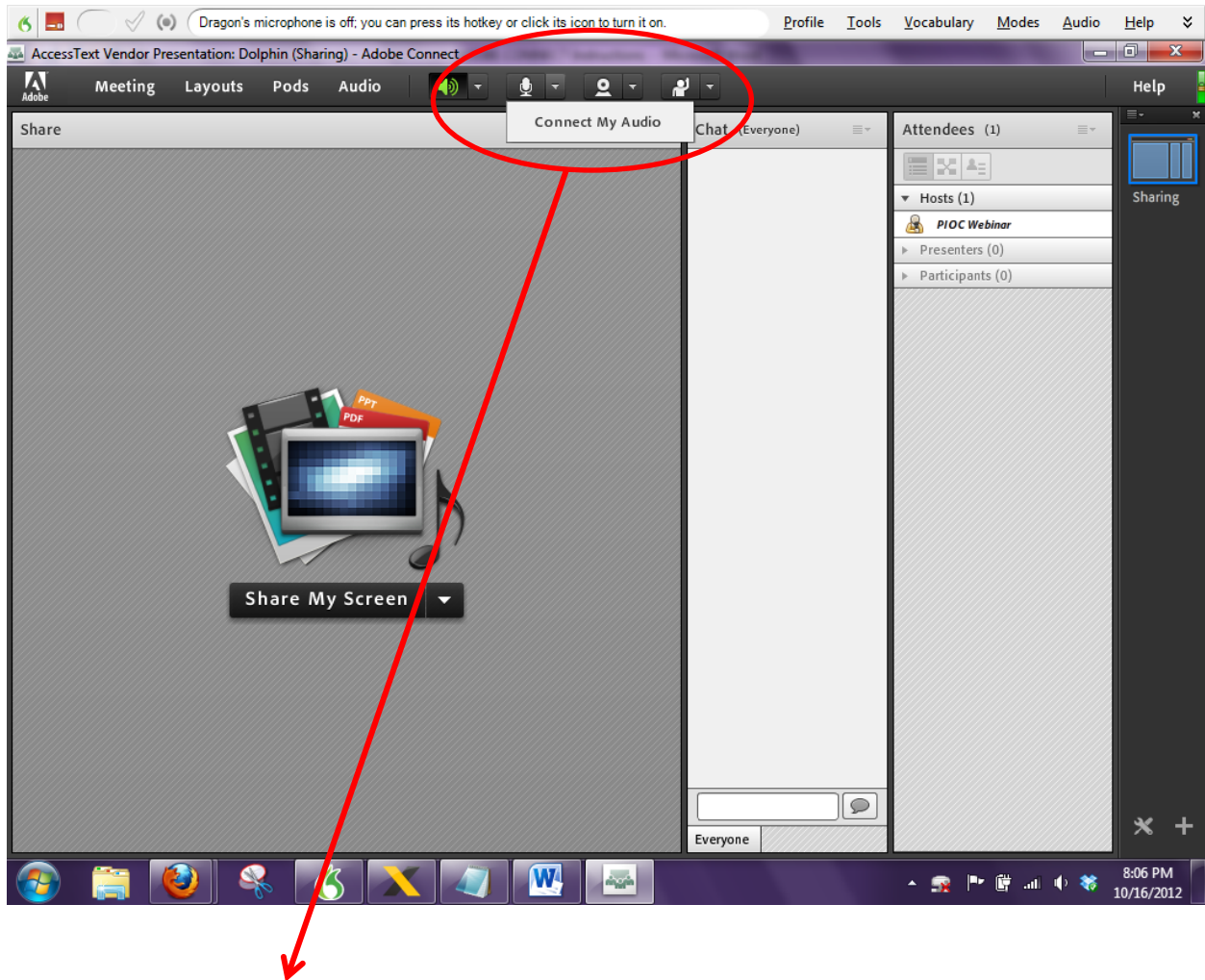
Connecting Audio

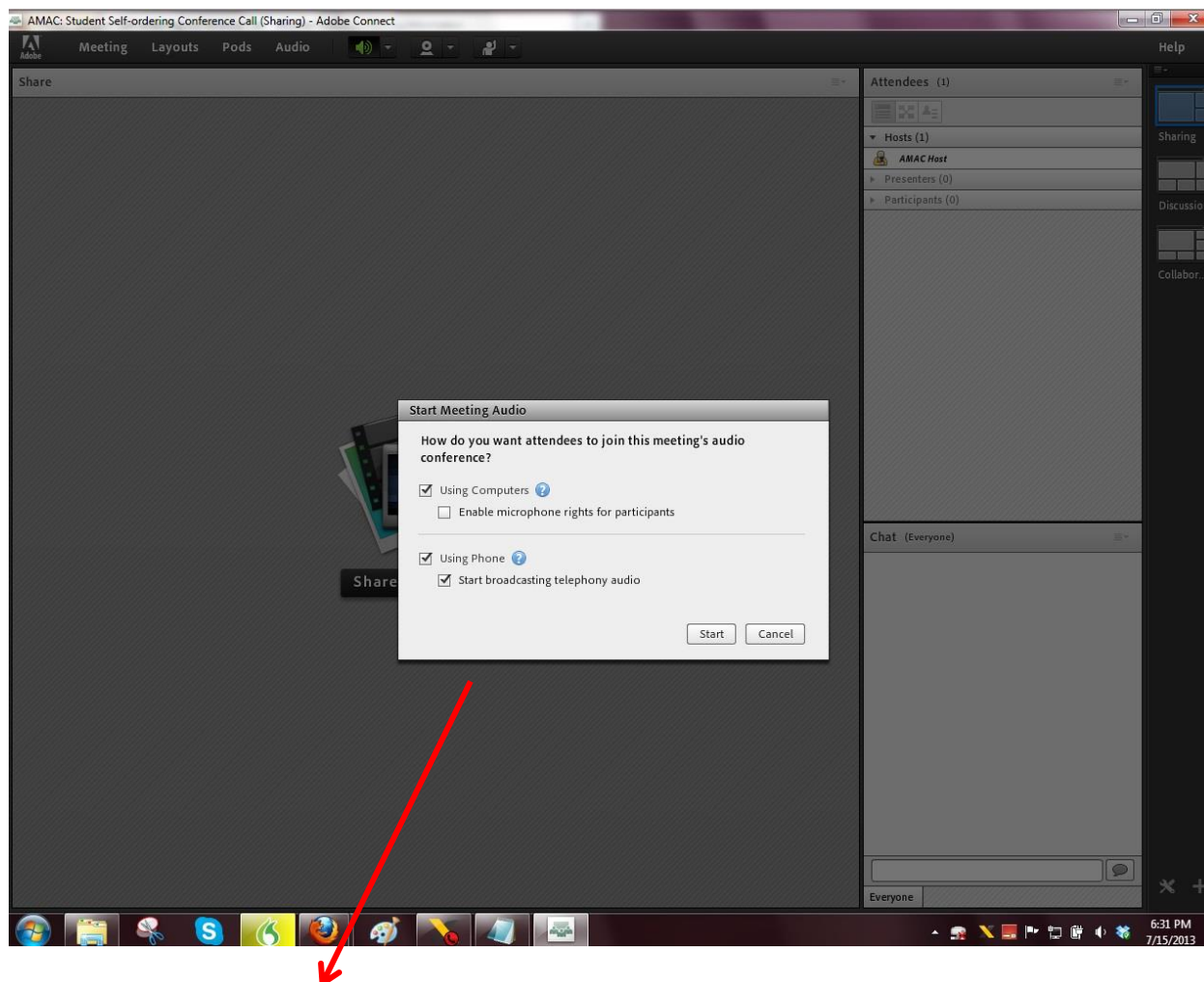If you are just connecting VoIP: Click the image microphone on the top menu bar to connect your audio. The microphone should turn bright green.
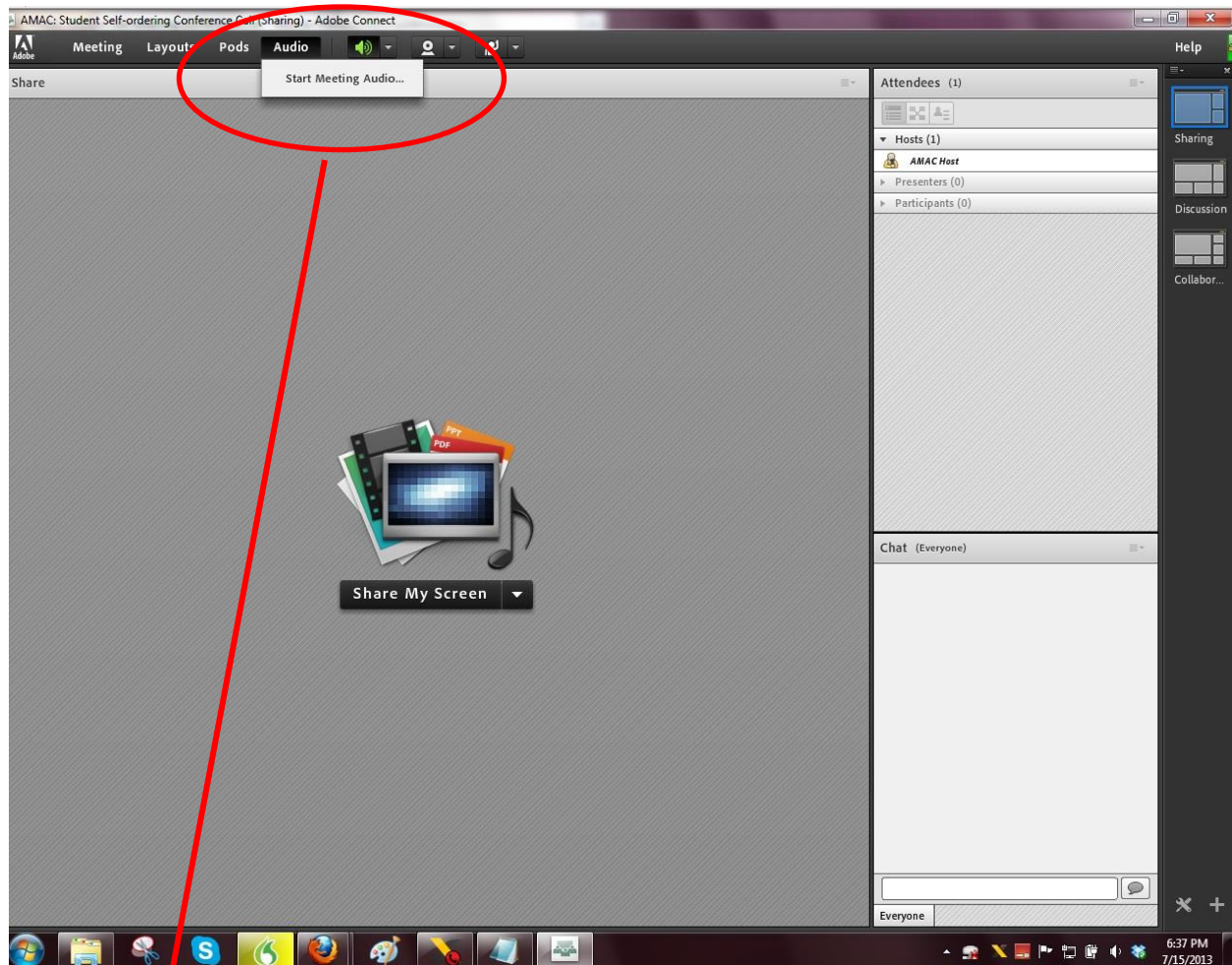
If you are connecting and would like to use the Intercall telephone conference line portion: Click Audio and choose "Start Meeting Audio".

Be sure to check which option you would like, using computer and/or using phone. It's best to keep both options checked so participants will have multiple options on the best way to connect to the audio.

Important Reminders:
Speakers that are not actively talking should mute their microphones. Please let speakers know ahead of time that there can be feedback between 2 active microphones that are on at once as well as distractions from background noise such as typing on a keyboard, etc.

For the participants that are only using their phone, please ask them to mute/disconnect their speakers within Adobe Connect. They can click on the green speaker icon at the top of the webinar room to disconnect their speakers.
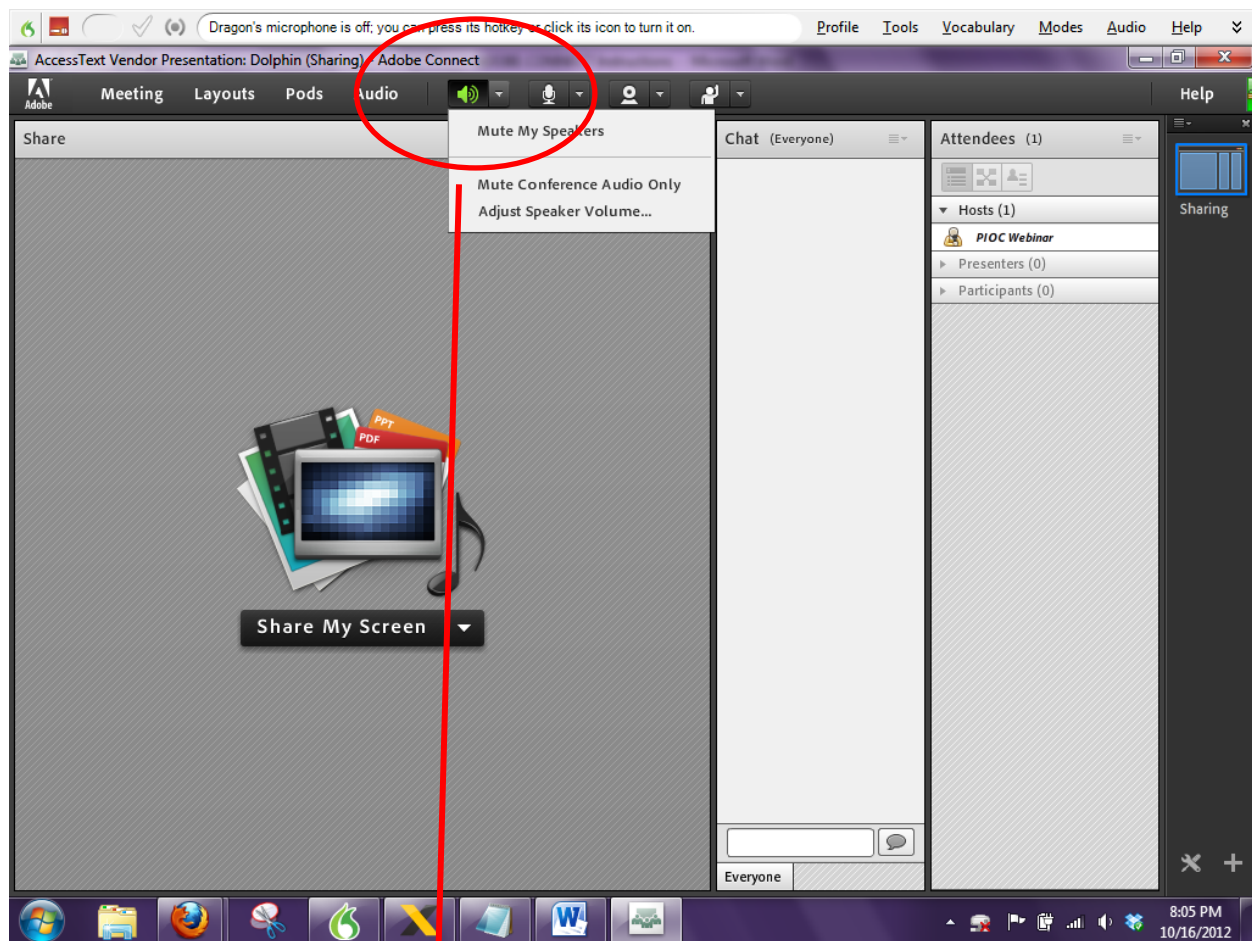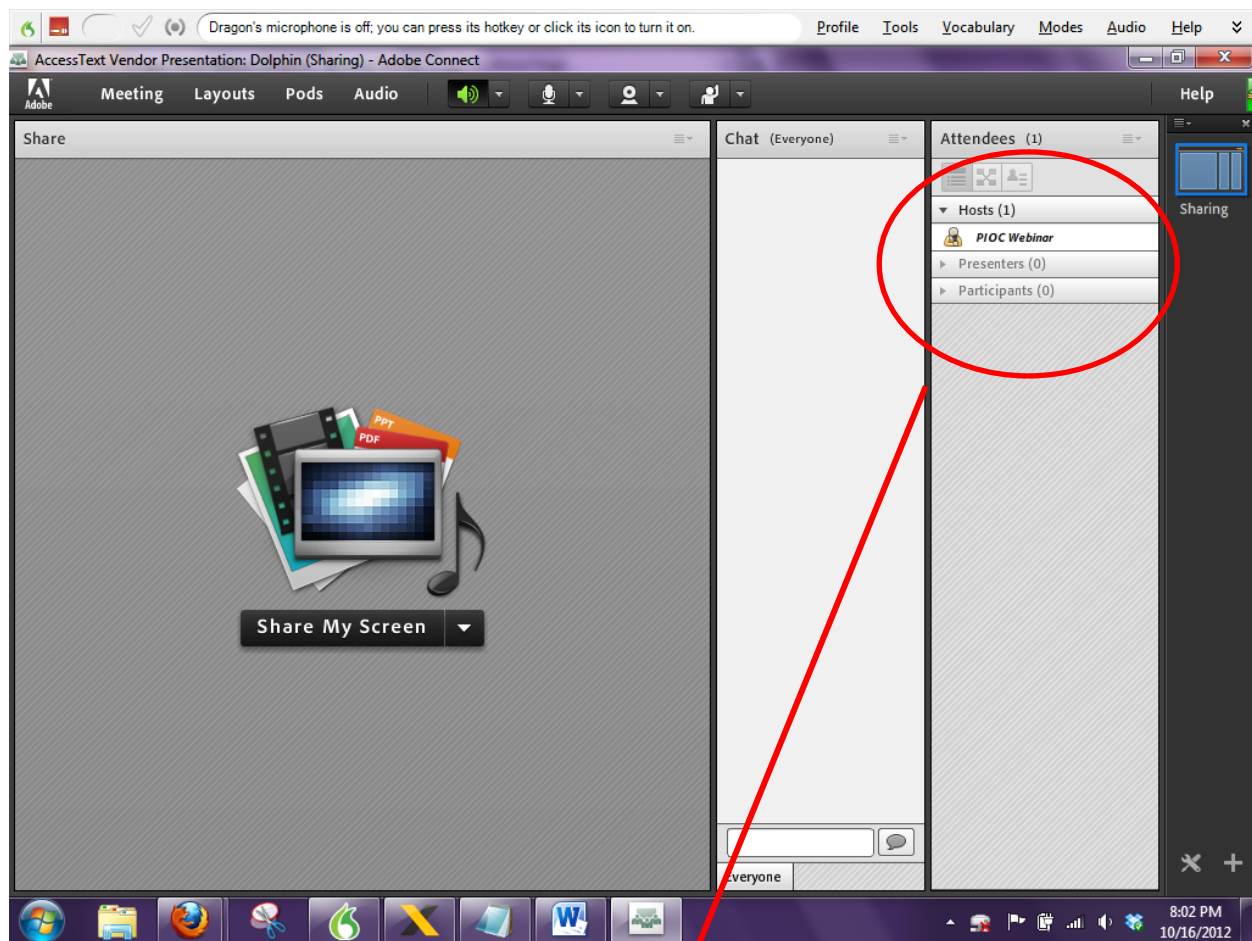
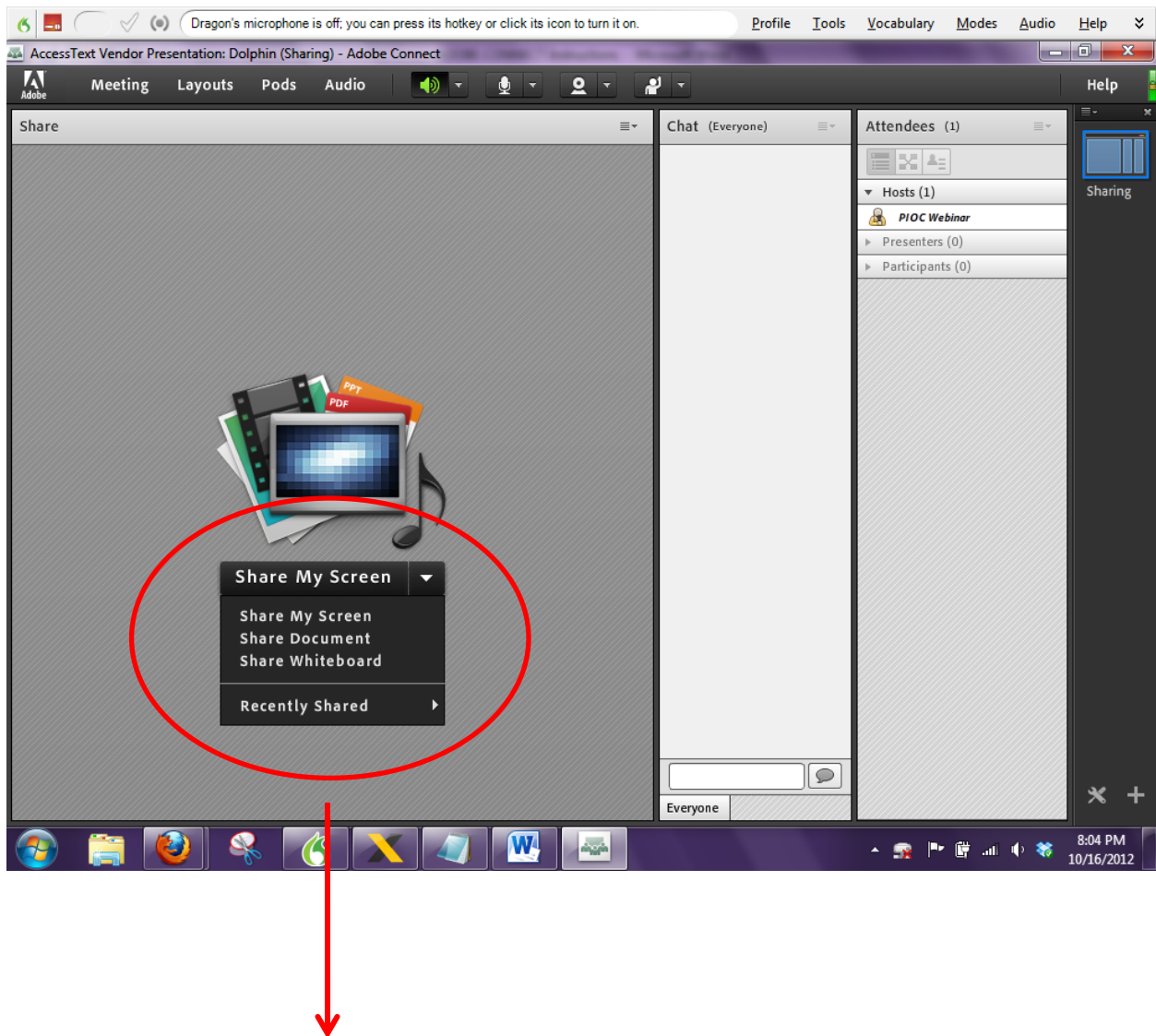Make sure that your speaker icon is also bright green.
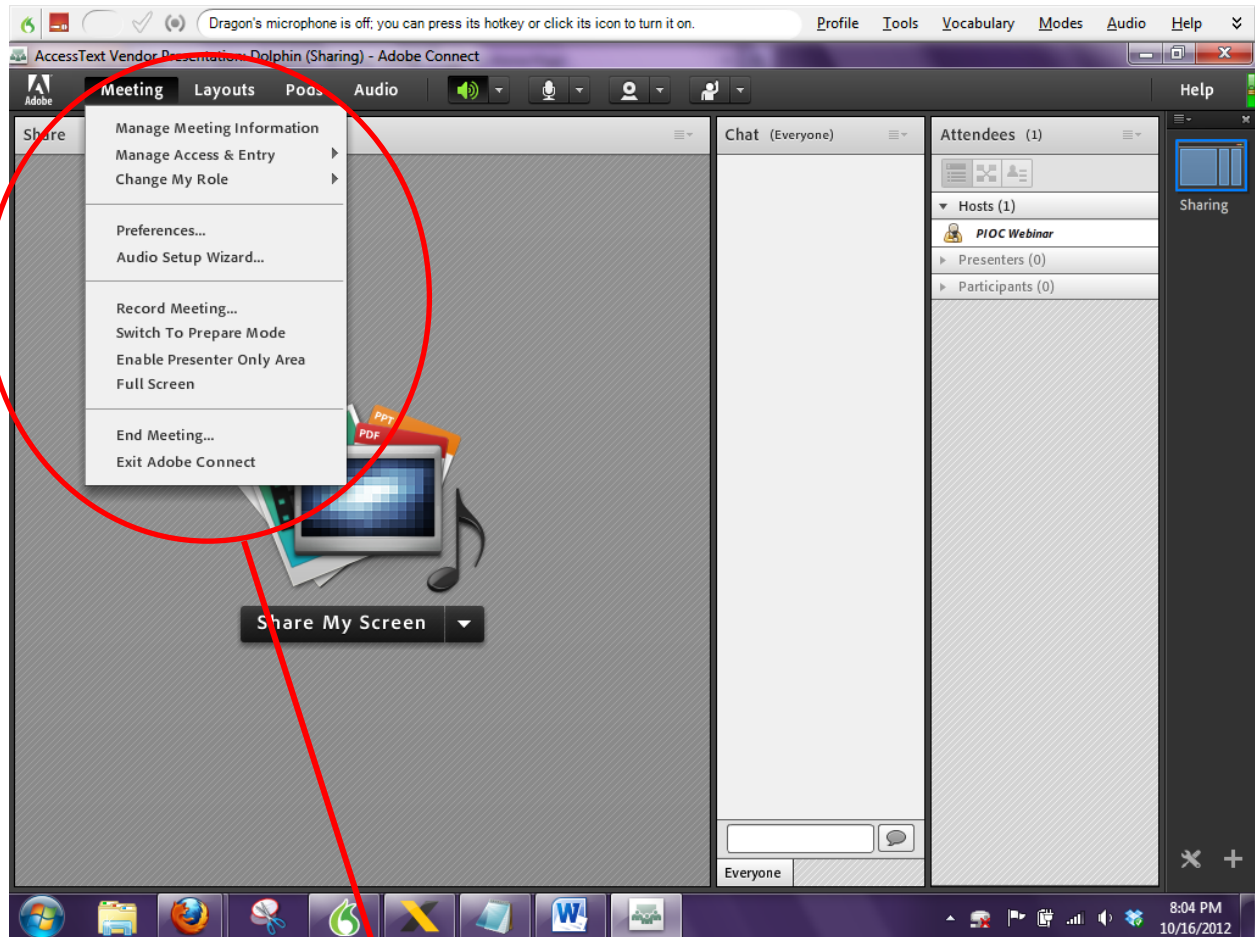
CHECK YOUR AUDIO
Click the Meeting option on the far left and select Audio Setup Wizard to set up your microphone and speaker volumes/settings.
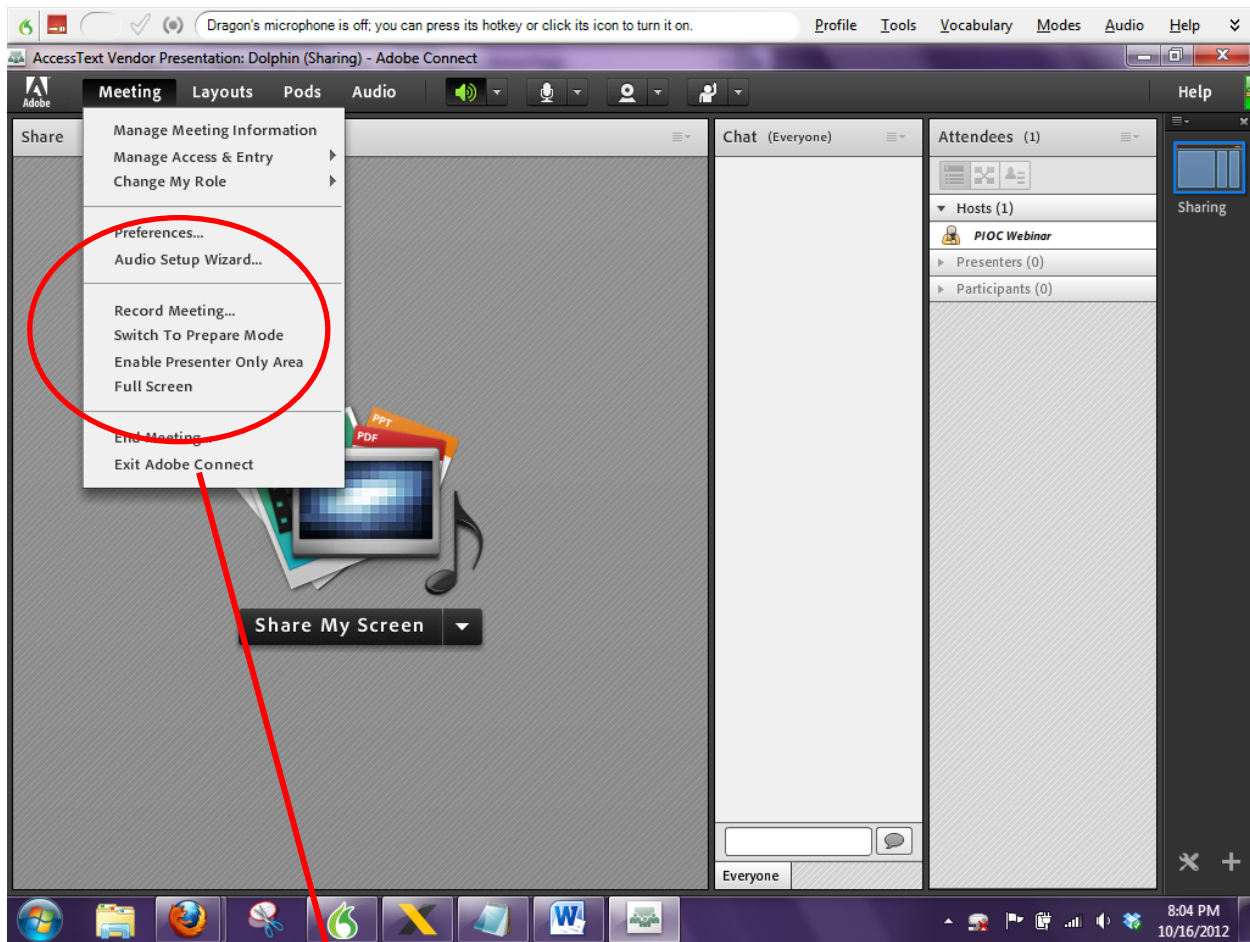
CHANGE ROLES OF ATTENDEES
Right-click on an attendees name and you can change their role to host or presenter.

To display a PowerPoint presentation or to share a screen/desktop, select the drop down menu for Share My Screen to choose your options. If you choose Share Document, you will need to select a file from your computer and upload prior to the webinar.

When you are ready to start webinar, go to Meeting option on the menu bar and choose Record Meeting. The webinar is finished click the red circle that will appear on the right side of the webinar room and the recording.

You can access the recording of your webinar by logging into the Adobe Connect website, choosing the meeting menu, locate your webinar, and choose the recording option. You will need to make the recording public to post on a website or share with participants.
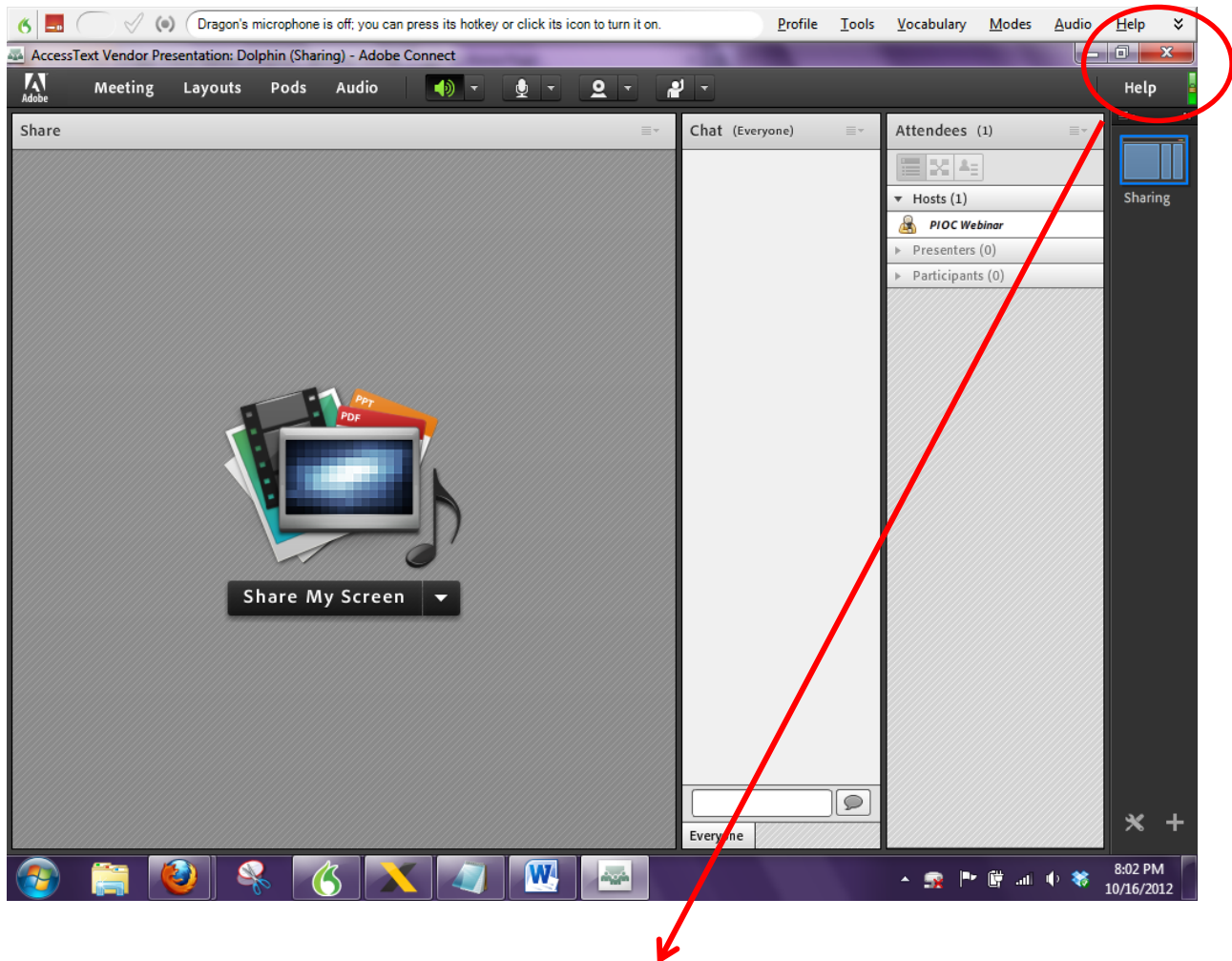
When the webinar is finished, just close out of the webinar window.

You successfully moderated a live webinar! Great job!