1

00:00:00,000 --> 00:00:05,966

Hi, welcome back and lets get started on what it looks like within the Adobe Connect meeting.

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00:00:05,966 --> 00:00:09,966

So you see here, this is the basic

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00:00:09,966 --> 00:00:13,966

template, this is the one I like and perfer and we will

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00:00:13,966 --> 00:00:18,499

go and discuss these tabs up here first and then we will get into each one of the pods while discussing them

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00:00:18,500 --> 00:00:22,500

So first when you come in here, what I like to do

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00:00:22,500 --> 00:00:26,500

is I like to go to the meeting, and if I know I am going to

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00:00:26,500 --> 00:00:30,500

record this for future reason, for kind of an on demand lecture,

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00:00:30,500 --> 00:00:35,000

regardless of if it is for a live meeting or not, I always hit record meeting.

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00:00:35,000 --> 00:00:39,766

This is where you actually get to name that lecture for that week.

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00:00:39,766 --> 00:00:45,099

If you want to give it a specific name, or if you just want to say, for my purposes, I am going to say

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00:00:45,100 --> 00:00:50,066

"Connect 205 week 1". Okay, then you can give it a brief summary

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00:00:50,066 --> 00:00:54,066

here, if you want and

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00:00:54,066 --> 00:00:58,066

that is self explainitory, hit okay

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00:00:58,066 --> 00:01:02,066

and then you see the red little dot pop up and it says "record

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00:01:02,066 --> 00:01:06,966

meeting, meeting session is being recorded" and if you want to you can stop the recording right then

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00:01:06,966 --> 00:01:10,966

but as long as you see the red dot, that means your session

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00:01:10,966 --> 00:01:14,966

is being recorded. And in order to stop it, you can hit

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00:01:14,966 --> 00:01:18,966

the red dot, and it will give you that little bubble back up there and it will give you

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00:01:18,966 --> 00:01:22,966

the option to stop recording. Just hover away from there and

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00:01:22,966 --> 00:01:26,966

that will go away in a moment, or you can go to meeting

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00:01:26,966 --> 00:01:30,966

and you can hit record meeting away, and it will stop the recording

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00:01:30,966 --> 00:01:35,899

Other features under the meeting tab

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00:01:35,900 --> 00:01:39,900

you can change your role from presenter, participant, if you would like,

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00:01:39,900 --> 00:01:43,900

manage the access entry, you can block guests

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00:01:43,900 --> 00:01:47,900

if you need too. Not too much reason for

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00:01:47,900 --> 00:01:52,766

that per say. Preferences, if you need to get into them

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00:01:52,766 --> 00:01:56,766

to maybe look at some of your audio video settings that would be

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00:01:56,766 --> 00:02:00,766

where you would go to for those. But really, all

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00:02:00,766 --> 00:02:04,766

you need to worry about, for the sake of just getting ready for the

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00:02:04,766 --> 00:02:08,766

basic necessities for the tutorial for the tutorial is the

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00:02:08,766 --> 00:02:12,766

record meeting. And then also, when you end the meeting this is where you would

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00:02:12,766 --> 00:02:16,766

end the meeting and exit Adobe Connect. Layouts,

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00:02:16,766 --> 00:02:20,766

so when we got into this, this is the default template

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00:02:20,766 --> 00:02:24,766

is what I like to call it, and it is called the "sharing" and you have a couple of

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00:02:24,766 --> 00:02:28,766

other options, like discussiong and collaboration, you can reset the

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00:02:28,766 --> 00:02:32,766

layouts, you can manage them, you can create a new one obviously but again, I like this one.

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00:02:32,766 --> 00:02:36,766

Notice how you have sharing, discussion, collaboration here

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00:02:36,766 --> 00:02:40,766

well you can click on them here and they move this way, or if you

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00:02:40,766 --> 00:02:44,766

want to, notice here on the right hand side on the meeting room you have

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00:02:44,766 --> 00:02:49,632

those three templates right there. And you can click there, and it shows you which one you have

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00:02:49,633 --> 00:02:53,633

click on collaboration. Differences on them, again

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00:02:53,633 --> 00:02:57,633

on the sharing, you have a big share pod. Okay, these are

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00:02:57,633 --> 00:03:01,633

called pods, each one of these are pods. The

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00:03:01,633 --> 00:03:06,499

sharing one again, allows you to share powerpoints, sharing your desktop, and sharing

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00:03:06,500 --> 00:03:10,500

the whiteboard. It is just my preference, it is just the one I like. Discussion wise

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00:03:10,500 --> 00:03:14,500

your webcam is a little bigger, your attendee list is a little longer,

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00:03:14,500 --> 00:03:18,500

notes, you have a pull feature, you can manipulate

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00:03:18,500 --> 00:03:22,500

your templates anyway you want to. Okay

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00:03:22,500 --> 00:03:26,500

in collaboration maybe you want the whiteboard bigger.

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00:03:26,500 --> 00:03:30,500

But, say you wanted to get rid of the note

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00:03:30,500 --> 00:03:34,500

pod on the sharing one, well there is a little drop down arrow on the

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00:03:34,500 --> 00:03:38,500

upper right hand on each pod, right there, right there, and right there.

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00:03:38,500 --> 00:03:42,500

And all you have to do is, click on it, hide.

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00:03:42,500 --> 00:03:46,500

Alright, and it dissappears, so lets say you want it back

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00:03:46,500 --> 00:03:50,500

well actually I do need a notes one, so you go up to pods right here on this tab

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00:03:50,500 --> 00:03:55,066

and it gives you a list of which ones you can have. You can add a poll in this pod if you would like

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00:03:55,066 --> 00:04:00,132

Again, this template does not come with it, okay your poll one is actually in your discussion

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00:04:00,133 --> 00:04:04,133

Say you need a note one, you can just go down

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00:04:04,133 --> 00:04:08,133

to note, and it will reappear, but for this purpose

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00:04:08,133 --> 00:04:13,066

I don't need it so I am going to hide it. Rearranging your pods within that viewing

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00:04:13,066 --> 00:04:17,066

template, within this layout. Pretty simple

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00:04:17,066 --> 00:04:21,066

all you need to do, it is just like any other browser or any thing

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00:04:21,066 --> 00:04:25,066

else that you have on your computer. Say you want your

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00:04:25,066 --> 00:04:29,066

chat to maybe move down. So you just grab it in the grey area and you can move

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00:04:29,066 --> 00:04:33,066

it anywhere you want to. So lets say you want it to move

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00:04:33,066 --> 00:04:37,066

there. And see how those line grids kinda show up to kinda manage where they go.

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00:04:37,066 --> 00:04:41,066

And it will kinda help you snap it into place. Attendees list

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00:04:41,066 --> 00:04:45,066

maybe you know that you are going to have quite a few

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00:04:45,066 --> 00:04:49,066

attendees, so you want to make room for them all so you can see who is all in there at once.

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00:04:49,066 --> 00:04:54,232

Just grab the edges, just like you would of anything else normally, you can go to the corner if you want

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00:04:54,233 --> 00:04:58,233

to expand it out that way, keep it proportional, or if you just go to the

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00:04:58,233 --> 00:05:02,233

edges there, you can just pull it down and you can let it go and it will

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00:05:02,233 --> 00:05:06,233

snap in there. Alright, notice that

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00:05:06,233 --> 00:05:10,233

your name will be under host, okay, and anyone who has

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00:05:10,233 --> 00:05:14,233

access to that URL for the live meeting, will actually be

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00:05:14,233 --> 00:05:18,233

able to log-in, depending on how you do it,

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00:05:18,233 --> 00:05:22,233

if you have them set up as a guest, and

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00:05:22,233 --> 00:05:27,399

if you have accept them, then up here in the upper right hand you will have a little

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00:05:27,400 --> 00:05:31,400

kind of like a black box shown here, for a recording

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00:05:31,400 --> 00:05:35,400

it will actually pop up and say, "John Doe is

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00:05:35,400 --> 00:05:39,400

wanting to enter the meeting, do you accept or decline?"

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00:05:39,400 --> 00:05:43,400

Give you a check arrow to accept and an X to decline.

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00:05:43,400 --> 00:05:47,400

Therefore, once you decide what to do, if you hit accept

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00:05:47,400 --> 00:05:51,400

John Does name would appear under participants, okay?

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00:05:51,400 --> 00:05:55,400

And then everyone else too. If they don't have to, If you

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00:05:55,400 --> 00:05:59,400

choose not to choose the accept on the access page

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00:05:59,400 --> 00:06:03,400

Whoever has the URL, as soon as they type in the URL

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00:06:03,400 --> 00:06:07,400

you will see their name pop up. And again, you'll see

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00:06:07,400 --> 00:06:11,400

all of them under participants. Now say you have a participant that you want them to be

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00:06:11,400 --> 00:06:16,366

able to have mic control, or webcam control

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00:06:16,366 --> 00:06:20,366

and they are going to be presenting something. Say I'm

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00:06:20,366 --> 00:06:24,366

a person that just wants to enter your meeting, and you send out the link

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00:06:24,366 --> 00:06:28,366

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00:06:28,366 --> 00:06:32,366

we are connect 205

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00:06:32,366 --> 00:06:36,366

alright so, that person

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00:06:36,366 --> 00:06:40,366

is going to see, the meeting room. On the

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00:06:40,366 --> 00:06:44,366

settings we had it for whoever has the URL can enter

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00:06:44,366 --> 00:06:48,366

and sense I am still signed in as myself it is going to act

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00:06:48,366 --> 00:06:52,366

as if I am a host, so I am going to be able to have my capabilities, but

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00:06:52,366 --> 00:06:59,066

what I did was, just set me as one as a host and my Jermey Gamez 2 as a participant. So

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00:06:59,066 --> 00:07:03,066

you will see, your list of particpants,

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00:07:03,066 --> 00:07:07,066

okay, and say you want them to have

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00:07:07,066 --> 00:07:11,066

access, so you can, here are your options, you can start a private chat

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00:07:11,066 --> 00:07:15,066

all you do is hover over their name by the way, if you hover over their

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00:07:15,066 --> 00:07:19,066

name and come over here, you can start a private chat, enable audio,

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00:07:19,066 --> 00:07:23,066

enable video, request a screen

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00:07:23,066 --> 00:07:27,066

share, make host, make presentor. And just

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00:07:27,066 --> 00:07:31,066

all you have to do is come over there, and select which ever one