How to Present in an Adobe Connect meeting

1 Log in to your Adobe Connect meeting. Once in you will see Adobe Connect Meeting Layout.

2 Ask the Host, through the Chat window, to make you a Presenter.

3 Once you are elevated to Presenter, you will see your name in the Presenters section of the Attendee List.

4 The Share Pod will now show a Share My Screen message with a Pull-down window options allowing for the ability to share My Screen, Document or Whiteboard. In most cases Share My Screen or Share Document will be used.

5 To share your Desktop, select Share My Screen from the pull down window, and a pop up window will appear with three options: Desktop, Applications, or Windows. Choose the appropriate option and begin sharing. Desktop will share everything on your desktop to all meeting participants. Applications will open up a window to select an application to share with all meeting participants. Windows will open up a window to select from all windows that are open on your computer to share with all meeting participants.
To share a Document, select **Share Document** from the pull down window, and a **Select Document to Share** pop up window will appear. Select the **Browse My Computer** button, in the bottom left corner, to navigate to the document that will be shared with all meeting participants.

For further assistance contact: sservi-it@moonlight.arc.nasa.gov