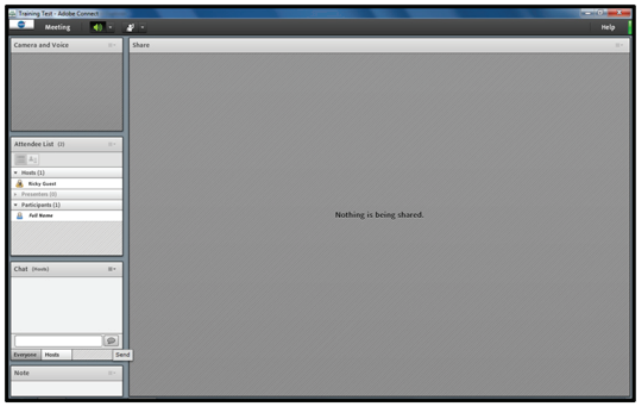
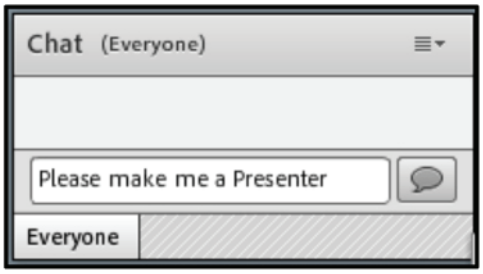
How to Present in an Adobe Connect meeting

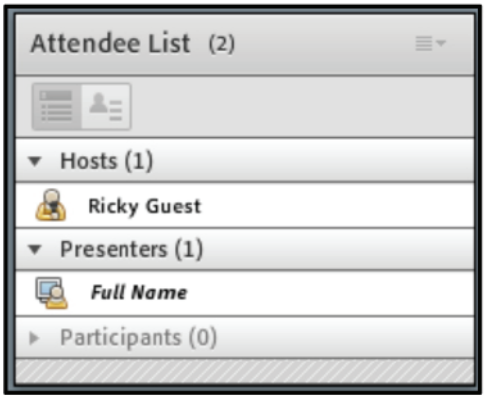
1 Log in to your Adobe Connect meeting. Once in you will see Adobe Connect Meeting Layout.



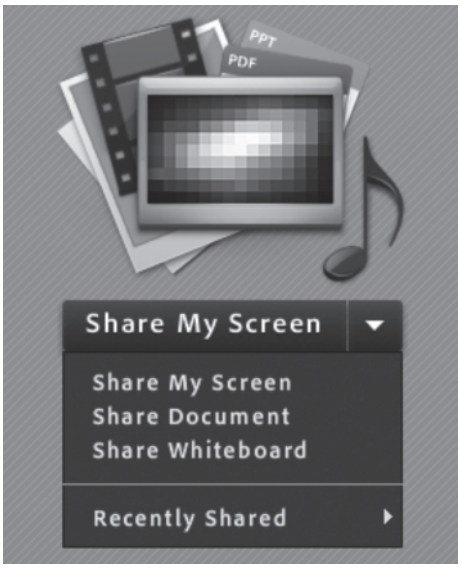
2 Ask the Host, through the Chat window, to make you a **Presenter**.



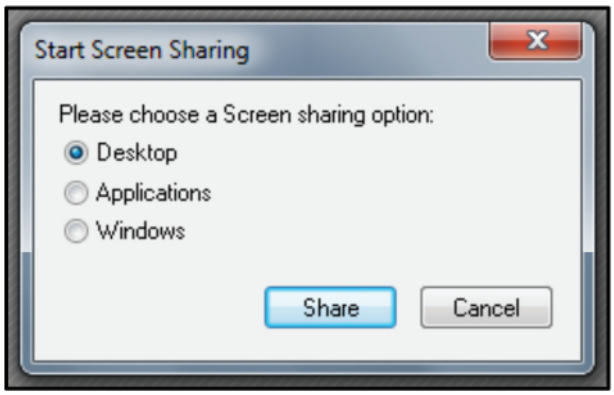
3 Once you are elevated to **Presenter**, you will see your name in the Presenters section of the **Attendee List**.



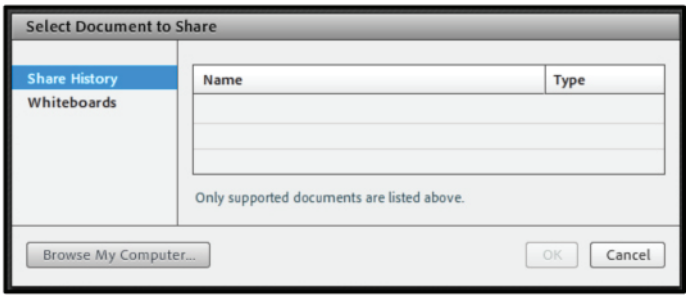
4 The Share Pod will now show a **Share My Screen** message with a Pull-down window options allowing for the ability to share My Screen, Document or Whiteboard. In most cases **Share My Screen** or **Share Document** will be used.



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.



6 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:
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