Adobe® Connect™ Mobile Getting Started for Participants

App Version 1.7
Tap to type the **URL** for your meeting, or select from the list of meetings you’ve attended previously.

Tap NEXT.
Select **Member** if you have an Adobe Connect username and password.

Tap ENTER to continue.
Select **Guest** to enter without a username and password. The host may have to approve your entry, so type your name as you are known by the host.

Tap ENTER to continue.
A series of **Connecting** messages will appear. Then you will enter the Adobe Connect Meeting room.
First you see an **Overview** of the activities taking place in this meeting, similar to how they are seen by the presenters and desktop participants.
Employee New Hire
Benefits

TAP on an icon in the navigation panel to focus upon and interact with a pod.

Here the Share Pod is in focus, and displays the presentation, while other pods are removed from view.
TAP video to focus on the Video Pod. This panel displays people broadcasting a video camera feed. TAP a name to view that person's video broadcast.

The shared presentation continues to be visible.
TAP the conversation bubble to focus on the **Chat Pod**. TAP in the text box to access your keyboard and **TYPE** chat messages.

The shared presentation remains visible while chatting.
The Attendee List button displays the number of people in this meeting, and their roles.

TAP to see their names and meeting roles, such as Host, Participant, or Presenter.
TAP a name to see collaboration options. TAP Start Private Chat to send a message to another person.

Private messages are direct conversations, and not displayed to others.
The number of unread chats is shown in a blue box on the Chat Pod icon, and beside unread conversation thread messages.

TAP ‘Everyone’ or a specific name to see and respond to unread chat messages.
TAP a chat thread – ‘Everyone’ or a name – to view the conversation details.

TYPE text and TAP ‘Done’ or ‘Send’ to respond.

TAP ‘x’ to close the thread.
TAP the Notes Pod button to focus on notes entered.

TAP to access the keyboard and TYPE text if the host has given you rights to add to the Notes Pod.
If multiple Note pods are available, TAP the title to change pod focus to a different Note.
TAP the Poll icon to view and participate in polls presented during the meeting.

Three polls are available for input in this example. TAP each poll name, and TAP the buttons or boxes to input answers.
During the meeting the host may change all the available pods. This is called a **Layout** change.

When a host changes Layouts, the view returns to **Overview** mode. TAP to focus again as desired.
Help and Logout options are always available.

Help is available online.

Logout is used to Exit the meeting.

On a smartphone, these options appear on a panel on the right.

On a tablet, the options are visible once you TAP the **Options** icon.
The host may enable additional collaboration options: **Telephony**, **Camera** and **Microphone**.

On a smartphone, these options appear on a panel on the right.

On a tablet, these options are visible within the Options menu.

On both tablets and smartphones, the functions are the same.
Employee Benefits

- As a new employee of Meridien, you will have access to several employee benefits including:
  - Healthcare / Insurance
  - Telecommuting
  - Child Care
  - Time-Off
  - Retirement Plan

Tap the **Microphone** option to begin broadcasting audio using VOIP.
Employee Benefits

- As a new employee of Meridien, you will have access to several employee benefits including:
  - Healthcare / Insurance
  - Telecommuting
  - Child Care
  - Time Off
  - Retirement Plan

A green Microphone icon displays when you are actively broadcasting audio using VOIP.
Employee Benefits

- As a new employee of Meridien, you will have access to several employee benefits including:
  - Healthcare / Insurance
  - Telecommuting
  - Child Care
  - Time Off
  - Retirement Plan

TAP the green Microphone icon to display and select the option to Disconnect my microphone. This stops the audio broadcast from your device microphone.
Employee Benefits

- As a new employee of Meridien, you will have access to several employee benefits including:
  - Healthcare / Insurance
  - Telecommuting
  - Child Care
  - Time Off

TAP the Camera option to view a preview of how your device camera broadcast will appear to others in the meeting.

This option is available only on devices with cameras, and when the host has given you rights to broadcast your camera.

TAP ‘BROADCAST’ to start sending your camera feed.
Employee Benefits

- As a new employee of Meridien, you will have access to several employee benefits including:
  - Healthcare / Insurance
  - Telecommuting
  - Child Care
  - Time Off
  - Retirement Plan

A green Camera icon displays when you are actively broadcasting device camera video.
Employee Benefits

- As a new employee of Meridien, you will have access to several employee benefits including:
  - Healthcare / Insurance
  - Telecommuting
  - Child Care
  - Time Off
  - Retirement Plan

TAP the Video icon to view all active video broadcasts.
Employee Benefits

- As a new employee of Meridien, you will have access to several employee benefits including:
  - Healthcare / Insurance
  - Telecommuting
  - Child Care
  - Time Off
  - Retirement Plan

TAP the Camera icon and TAP PAUSE or STOP as desired.

Tap BROADCAST to resume again, or STOP to end your video feed.
When a telephone conference call has been made available in the meeting, the **Telephony** option is visible.

TAP **Telephony**, enter the desired phone number, and TAP CALL MY PHONE.

The meeting calls your phone, eliminating the need to enter most conference codes and passwords.
Time Off

• Time off is based on length of service. Meridien provides time off for:
  – Sick Leave
  – Vacations
  – Paid Holidays
  – Sabbaticals

• Time off can be booked using our online tool and must be approved by your manager.

A green Telephony icon displays when you are connected to the integrated conference call.
Adobe Connect™ Mobile: Active Telephone Conference Connection

Time Off

- Time off is based on length of service. Meridien provides time off for:
  - Sick Leave
  - Vacations
  - Paid Holidays
  - Sabbaticals
- Time off can be booked using our online tool and must be approved by your manager.

Tap the Telephony icon to MUTE your line, or to HANG UP the call.
Time Off

• Time off is based on length of service. Meridien provides time off for:
  – Sick Leave
  – Vacations
  – Paid Holidays
  – Sabbaticals

• Time off can be booked using our online tool and must be approved by your manager.

Here the line is muted.

Tap the Telephony icon to UNMUTE or to HANG UP the call.
Time Off

• Time off is based on length of service. Meridien provides time off for:
  – Sick Leave
  – Vacations
  – Paid Holidays
  – Sabbaticals

• Time off can be booked using our online tool and must be approved by your manager.

To exit, TAP the Logout option and TAP LOG OUT.