Adobe® Connect™ Mobile 2.0 Getting Started

for participants using mobile phones
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.
Adobe® Connect™ Mobile: Enter as Guest Option

Getting Started with Adobe Connect Mobile 2.0

Select **Guest** to enter without a username and password. The host may have to approve your entry, so type your name if 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.
TAP an icon in the navigation panel to focus on 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 the arrow keys, if present, to switch between all active web cam video broadcasts.
Adobe® Connect™ Mobile: Focus on Chat

TAP the conversation bubble to focus on the Chat Pod.

TAP in the text box to access your keyboard and TYPE chat messages.

Khushwant Singh says:
Hi everyone. The session will begin soon.

Terry Stibbard says:
Great, I missed last week's class so I'm glad this online session was offered
Adobe® Connect™ Mobile: Focus on Attendee List

The **Attendee List icon** displays the number of people in this meeting. This panel lists everyone in the 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 **Start Private Chat** option may not be available if the Host has restricted the Private Chat.
Adobe® Connect™ Mobile: Focus on Chat - New Chat Threads

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.

Penny Oliver says:
Hi Everyone, The session will begin soon

Richard Wells says:
Great, I missed last weeks class so I'm glad this online session was offered.
TAP a chat thread – ‘Everyone’ or a name – to view the conversation details.

TYPE text and TAP ‘Done’ or ‘Send’ to respond.
TAP the **Notes Pod** button to focus on notes entered.

TAP within the Notes pod to access the keyboard and TYPE text if the host has given you rights to contribute to the Notes Pod.
Adobe® Connect™ Mobile: Focus on Notes – Multiple Notes Pods

If multiple Notes pods are available, TAP the title to change pod focus to a different Note.

Use your fingertip to slide the notes over in order to read the list of titles.

We will use this list to gather any questions that may require follow up.
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.

Use your fingertip to slide the poll details to the right in order to read the titles of additional polls.
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.
The host may enable additional collaboration options: *Telephony*, *Camera* and *Microphone*.

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

Retirement Plan

- As a new employee you will be enrolled in the Meridien 401(k) plan
- Meridien will also contribute to the plan
- The final fund is dependent on stock market performance
Adobe® Connect™ Mobile: Broadcasting VOIP Audio

Tap the **Microphone** option to begin broadcasting audio using VOIP.
Adobe® Connect™ Mobile: Active VOIP Broadcast Indicator

A blue **Microphone** icon displays when you are actively broadcasting audio using VOIP.

**Retirement Plan**

- As a new employee you will be enrolled in the Meridien 401(k) plan
- Meridien will also contribute to the plan
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Adobe® Connect™ Mobile: Stop Broadcasting VOIP Audio

TAP the blue **Microphone** icon to display and select the option to Disconnect microphone. This stops the audio broadcast from your device microphone.
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 if the host has given you rights to broadcast your camera feed.

TAP ‘BROADCAST’ to start sending your camera feed.
Adobe® Connect™ Mobile: Active Camera Broadcast Indicator

A blue Camera icon displays when you are actively broadcasting device camera video.

Retirement Plan

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TAP the Video icon to view all active video broadcasts.
TAP the Camera icon and TAP PAUSE or STOP as desired.

Tap BROADCAST to resume again, or STOP to end your video feed.
Join teleconference

To automatically call your phone and join the audio conference, enter your phone number:

Country code + area or city code + number e.g. 1-415-555-1234

Call my Phone

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.
Adobe® Connect™ Mobile: Connected to Telephone Conference

A blue Telephony icon displays when you are connected to the integrated conference call.

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
Adobe® Connect™ Mobile: Active Telephone Conference Connection

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.
A crossed Microphone icon displays when your telephone conference connection is muted.

Retirement Plan

- As a new employee you will be enrolled in the Meridien 401(k) plan
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- The final fund is dependent on stock market performance
Adobe® Connect™ Mobile: Unmute Telephone Conference Connection

Tap the Telephony icon to UNMUTE your line, or to HANG UP the call.

- 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.
Adobe Connect Mobile View: Raise Hand

Attendees can RAISE HAND during the meeting or Agree/Disagree with the presenter/host. When an attendee has raised her hand, the corresponding icon is displayed in blue.
Adobe Connect Mobile View: Focus on Attendee Pod

The Attendees pod displays a list of attendees who have currently raised their hand. The Attendees icon displays at a glance how many attendees have raised their hand.
TAP the Log Out option to log out of this meeting.

TAP Exit to exit the app.