

## Adobe Connect Best Practices for Meeting Hosts and Presenters

- Restart/reboot your computer before the start of your meeting, at least within 24 hours.
- Close any programs, documents, and/or browser tabs which won't be used during the meeting.
- Ensure you have a fast, stable internet connection. Wired connection recommended, use wireless only if reliable. This will help ensure your connection does not falter or drop during the meeting.
- Secure a quiet, distraction-free physical location to attend your Connect session. Having more than one computer or device within earshot logged into the same meeting may cause a distracting echo effect for ALL participants in the session.
- Use a headset, not desktop speakers, to hear your sound. This will help to ensure an echo-free meeting environment for all participants. Better yet, use a USB media headset which also includes microphone. Connect it and let driver install BEFORE entering the online meeting.
- In order to share your camera and use certain other functionality, update your browser and Flash, and install Adobe Connect Add-In. Use this diagnostic to test these before you enter meeting: [https://na1cps.adobeconnect.com/common/help/en/support/meeting\\_test.htm](https://na1cps.adobeconnect.com/common/help/en/support/meeting_test.htm)
- If certain functionality is still not working as it should, try using a different web browser. Repeat previous step.
- Once inside your meeting room, use the "Audio Setup Wizard" in the "Meeting" drop-down menu to ensure your audio is set up correctly.
- Adobe recommends uploading your presentation content, rather than sharing desktop screen.
- Plan to enter each meeting at least 15 minutes early (30 on the first day), to ensure your browser/Flash/Add-In are updated, and to test that your audio, camera, presentations, quizzes, etc. are fully operable.
- For review sessions and classes, consider creating only one Adobe Connect online meeting room for your session, so everyone knows the URL for regular or last minute meetings.
- Do n' t forget to record the meeting if you want it to be available for later viewing with the drop- down Meeting>Record Meeting. When done, Adobe recommends that you end the recording with the drop-down Meeting>Stop Recording. Then end the meeting with the drop- down Meeting>End Meeting.
- To distribute the URL for the recording please consult the document titled "[Adobe Connect Recording Links.](#)"