



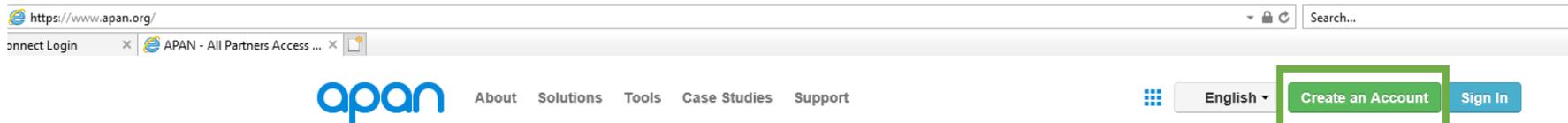
SOUTHCOM APAN VTC/Adobe Connect Instructions

Login via SOUTHCOM APAN Page



Create an APAN account

- Create an APAN account at <https://www.apan.org/> if you do not already have one
 - Use your command email (...@mail.mil)
 - Email the KM once complete – they will approve your account





Sign into Adobe Connect-1

- Login using your APAN account at <https://wss.apan.org/pfa/sc/default.aspx>
- Select “Sign In” on top right
 - **Note: At work, Adobe Connect only works with IE (not Microsoft Edge or Google Chrome); At home with a VPN computer, Adobe connect only works with Microsoft Edge or Google Chrome (not IE).**
- For first time:
 - Request access to the SOUTHCOM page
 - Could take at least 24 hours



Sign into Adobe Connect-2

- Once on the United States Southern Command page:
 - Verify you are on **Internet Explorer** at Headquarters!
 - Select “Adobe Connect Rooms”



- From the drop down, select your “room”



Adobe Connect TTPs

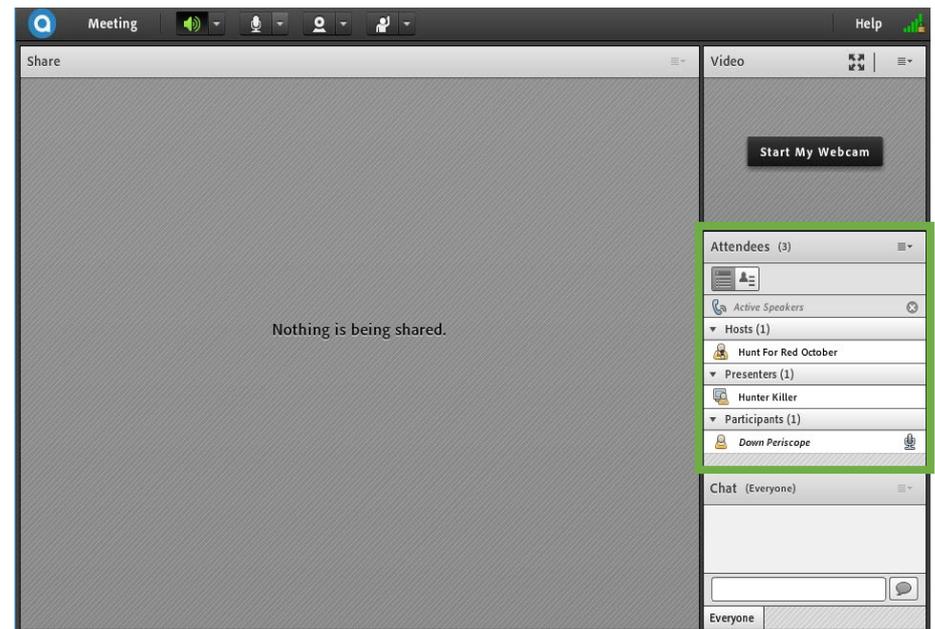
Teleworking:

- Personal computers work better from home than government computers
- Preferably use an Ethernet to connect (wifi can be slower)
- Mute your mics if not speaking
- If you do not need web camera, don't use it....this crushes bandwidth. If needed, only ONE camera at a time.
- You can't share your screen from a government computer
- Ensure you click on "END SESSION" in the upper left hand of the screen so as to close out the app (only 500 licenses in the command).
- If you are getting feedback/echo, adjust your speakers and mic to ~50% volume (both)
- Adobe connect accessible from iphone, ipad



Attendee Options

- Three forms of attendance:
 - Participant (slide 6)
 - Presenter (slide 7)
 - Host (slide 8)
- Upon entering the room, you should be designated a participant – see slide 6.





Participant View

Meeting

Share

Control various meeting settings

Manage speakers, audio, video, and status

Video

- Control video input

Start My Webcam

Attendees

- Control who is a Host, Presenter, or Participant by dragging their name
- Shows who has active audio/video

Chat Box

- Chat with the room or have side chats with other individuals

Nothing is being shared.

Files

| Name | Size |
|------|------|
| | |
| | |
| | |
| | |

File share

Q & A

Down Periscope: I'm Ron Burgundy?

Down Periscope: Are you sure?

Q&A Box

Discussion Notes

Upcoming Briefs:

- CMD Drivers
- MST IPR
- Closing Remarks

Discussion notes

Chat (Everyone)

Everyone



Presenter View

Meeting | Help

Share | Manage speakers, audio, video, and status

Control various meeting settings

Video

- Control video input

Attendees

- Control who is a Host, Presenter, or Participant by dragging their name
- Shows who has active audio/video

Share My Screen

- Share My Screen – share your screen
- Share My Document – upload applicable brief
- Share My Whiteboard – editable blank screen

Share My Screen

- Share My Screen
- Share Document
- Share Whiteboard
- Recently Shared

Chat Box

- Chat with the room or have side chats with other individuals

Video

Start My Webcam

Attendees (3)

- Active Speakers
- Hosts (1)
 - Hunt For Red October
- Presenters (1)
 - Hunter Killer
- Participants (1)
 - Down Periscope

Chat (Everyone)

Files

| Name | Size |
|------|------|
| | |
| | |
| | |

File share

Q & A

Assign To

Down Periscope: Are you sure?

Q&A Box

Discussion Notes

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Discussion notes



Host View

Meeting | **Layouts** | **Pods** | **Audio** | **Help**

Share | **Control various meeting settings** | **Manage speakers, audio, video, and status**

Video
Start My Webcam
• **Video**
• Control video input

Attendees
• Control who is a Host, Presenter, or Participant by dragging their name
• Shows who has active audio/video

Share My Screen
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Share My Screen
Share My Screen
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Recently Shared

Chat Box
• Chat with the room or have side chats with other individuals

Attendees (3)
Active Speakers
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Hunt For Red October
Presenters (1)
Hunter Killer
Participants (1)
Down Periscope

Chat (Everyone)

Files
Name | Size
Download | **File share**

Q & A
Assign To
Down Periscope: Are you sure?
Q&A Box

Discussion Notes
16 | T | T | T | T | T
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Discussion notes

Layout Control

Sharing
Discussion
Collabo



Meeting Notes

- In the Chat Box, select the options in the top right corner and select “Chat sounds” to enable a noise when receiving a new chat
- Mute your microphone if not actively talking
- Set your status to “Step Away” if not actively monitoring the chat
- If hosting, utilize the “Pod” menu to personalize the layout
- The Host and Presenter(s) are the only ones able to share their screen, share documents, and edit the Whiteboard
- If the host adjusts the layout, it will affect the layout for everyone in the Meeting
- Everyone is able to upload files, ask questions in Q&A, add to the discussion notes, and participate in the chat