

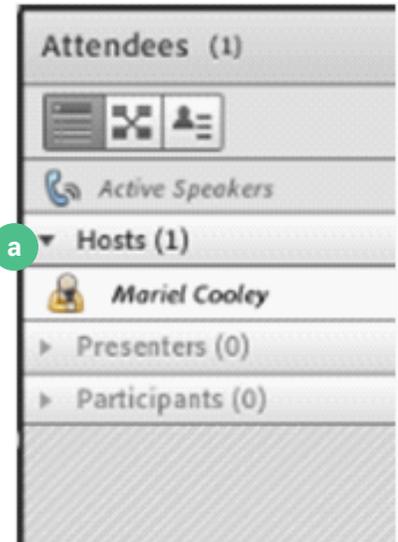


HOST Login Tips

- 1 Log in to APAN using your username and password.
- 2 Enter your meeting by clicking the link within your APAN Group or Site, or in another browser window type:
<https://connect.apan.org/<yourmeetingname>?launcher=false>
 NOTE: If you do not see ?launcher=false, add it to your URL

NOTES

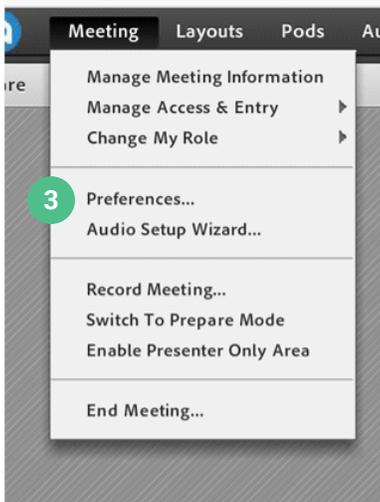
- a Confirm you have Host permissions of the meeting room. You can do this by identifying your status within the Attendees List. If you are not a HOST, submit a ticket to the APAN Help Desk 48 hours prior to your meeting.
<https://community.apan.org/support/p/contact>
- b Ensure you are logged into the meeting at least 10 minutes prior to the start of the meeting
- c If you went directly to the URL, without logging in to APAN first, use your username and password, DO NOT ENTER AS A GUEST. If you do, you will have Guest Permissions in your meeting only.
- d From a non-government computer and mobile device, you can download the Adobe Connect App to log in to meetings at
<https://helpx.adobe.com/adobe-connect/connect-downloads-updates.html>



HOST Actions before the Meeting

As an Adobe Connect HOST, how do I add registered APAN Users?

To permanently add registered users or permanently promote users to Hosts or Presenters, submit a ticket to the APAN Help Desk at least 48 hours prior to your meeting. You can do this by submitting a ticket: <https://community.apan.org/support/p/contact>



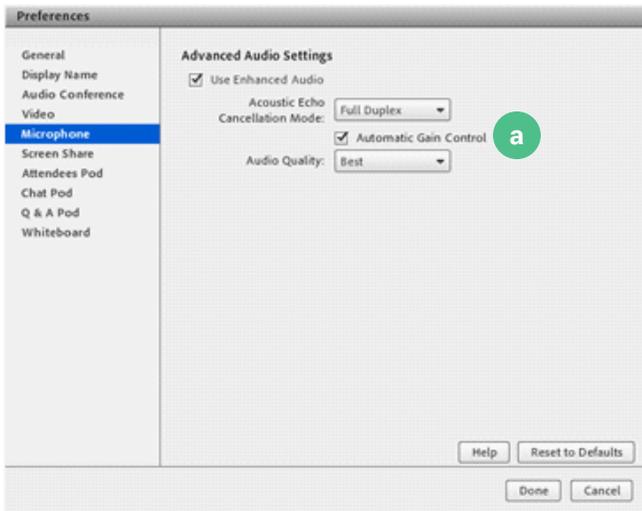
Hosts should Enable Features and Preferences prior to the meeting

- 1 Run the Audio Setup Wizard. Click Meeting > Audio Setup Wizard > Follow directions.
- 2 As an Adobe Connect Host, enable only the *features* you wish to utilize during your meeting. Keep in mind that some features may increase the bandwidth of the room you are using, such as video.

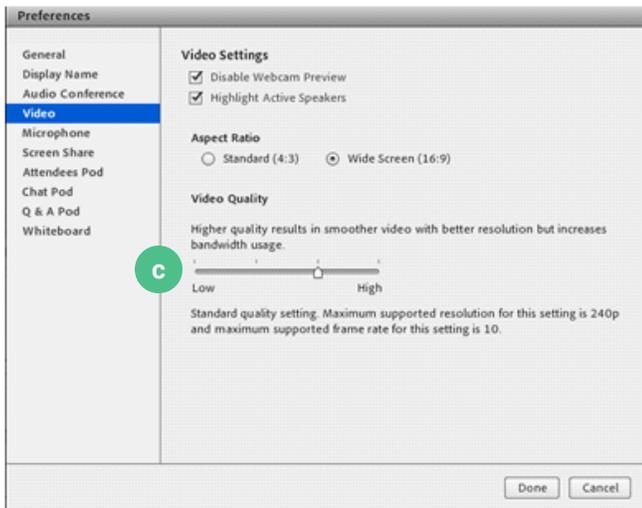


- 3 Set the room *preferences* prior to the meeting

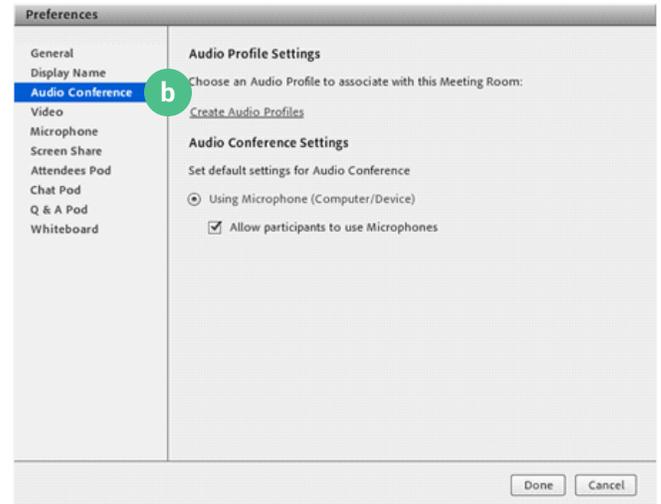
Audio/Video Preferences



Set the microphone rights for the participants by selecting preferences > audio conferences.

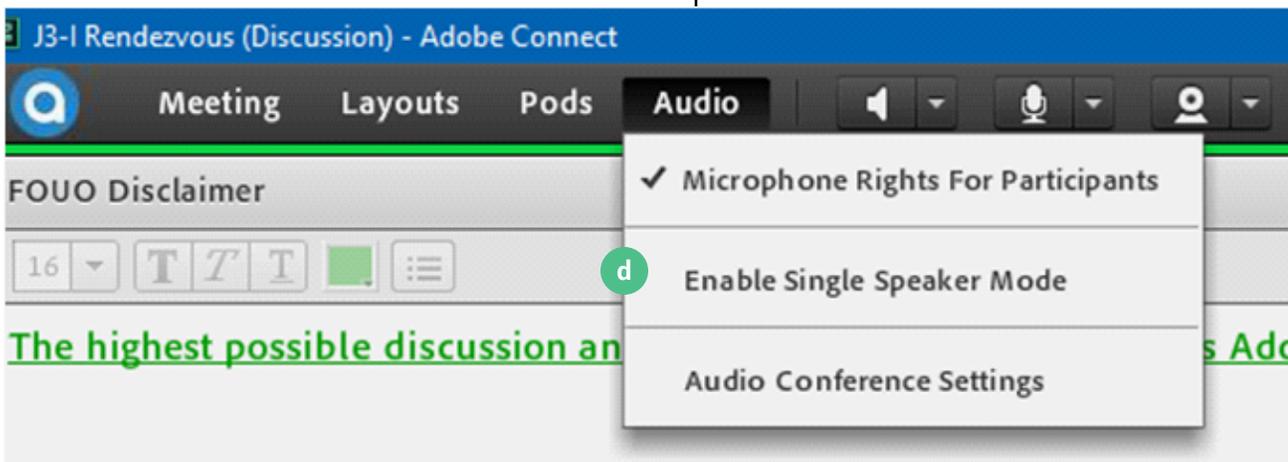


To ensure you have the best audio, select automatic Gain Control to enable your microphone volume to adjust automatically in response to changes in voice level. Deselect this option if audio volume fluctuates unpredictably.

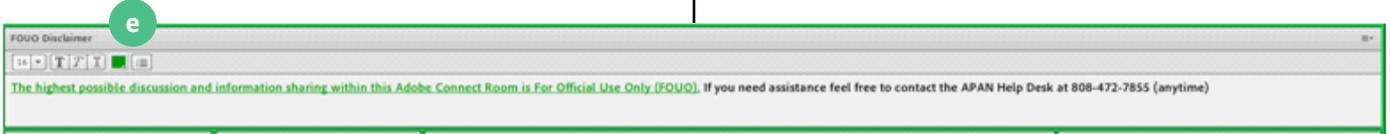


If video is used, adjust the quality of the video prior to the meeting. APAN recommends selecting a lower video quality where many participants may be attending.

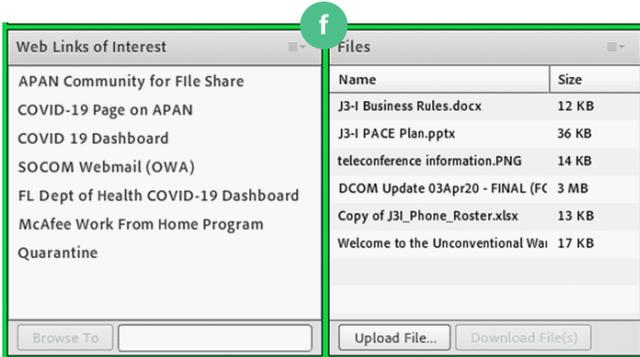
Due to lag, while switching in-between speakers, APAN recommends to NOT enable single speaker mode.



Best Practices and Tips

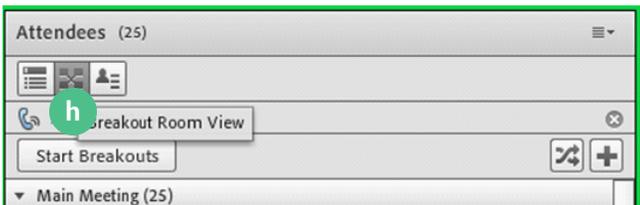


e If the Connect Room has been cleared for FOUO content, Hosts will need to add a banner. The banner can be created using a *Notes* pod.



f Add links for file sharing to your APAN Group or Site or your Government Portal.

g APAN Recommends utilizing a pod to display your meeting's business rules, such as who to contact for technical support, or raise your hand if someone has a question.



h Determine if you want to utilize Breakout rooms for sidebar discussions.

For more information on Breakout Rooms:
<https://youtu.be/aKDIRt3PC9s>

TEST, TEST, TEST

As a Host, APAN recommends testing features, preferences and the overall setup at least 1 hour prior to your meeting. Test with participants and other hosts as needed.

HOST Actions after the Meeting

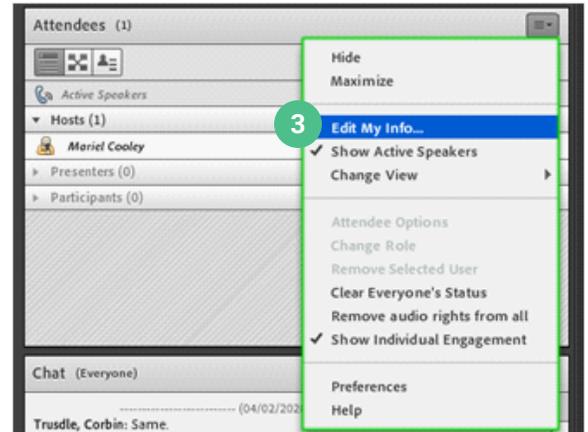
End the meeting appropriately.

- a** Click Meeting
- b** Click End Meeting

NOTE: APAN has a limited number of licenses for Adobe Connect Meetings. By ending the meeting appropriately, you are releasing licenses that another organization can utilize. If you "X" out of the meeting, you are not releasing the license.

PARTICIPANT Login Tips

- 1 Log in to APAN using your username and password.
- 2 Enter your meeting by clicking the link within your APAN Group or Site, or in another browser window type:
<https://connect.apan.org/<yourmeetingname>?launcher=false>
NOTE: If you do not see ?launcher=false, add it to your URL
- 3 Change your username to reflect your name, branch, office or organization:
- 4 If you did not receive the URL or are not a member of the APAN Group or Site, contact your team lead.



PARTICIPANT Best Action Tips during the Meeting

- 1 If a video is required, enable your camera when speaking. Disable it once complete.
- 2 The designated meeting leader runs the meeting, nobody else should speak until given permission to by the Host.
- 3 Use the *Raise Hand* function at the top of the page to be recognized.
- 4 Use good RTO Procedures when you are speaking:
 This is "Name, Branch" etc. Speak slowly Use "over" to signify you are done speaking and mute your microphone

ADOBE CONNECT System Requirements

Windows

- 1.4 GHz Intel Pentium 4 or faster processor (or equivalent)
- Windows 10, 8.1 (32-bit/64-bit), Windows 7 (32-bit/64-bit)
- 512 MB of RAM (1 GB recommended)
- Microsoft Internet Explorer

Mobile

- The Adobe Connect app for iOS and Android requires Adobe Connect Server version 8.2 or later
- Some features may not be enabled in all Adobe Connect meetings if one is using an Adobe Connect Server older than version 9.4.2 (required for Custom pods)
- Google Android 4.4 or later
- Apple iOS: iOS 8.1.2 or later

Connection

- Connection: DSL/cable (wired connection recommended) for Adobe Connect presenters, administrators, trainers, and event and meeting hosts.

Mac OS

- 1.83 GHz Intel Core Duo or faster processor
- 512 MB RAM (1 GB recommended)
- Mac OS X 10.11, 10.12 and 10.13
- Mozilla Firefox, Apple Safari, Google Chrome

Bandwidth

- 512 Kbps for participants, meeting attendees, and end users of Adobe Connect applications.