



# ADOBE CONNECT

## A Quick-Start Guide for Telehealth

### MEETING APPLICATION

The Adobe Connect meeting application is required to join, present or host a meeting if you do not have Adobe Flash Player installed or to share your screen in an Adobe Connect meeting. As the therapist, you will host the meeting in Adobe Connect.

Download and install (or put in an IT ticket to install) the Adobe Connect Meeting Application from the following links:

For Windows:

<http://tinyurl.com/ACWinSetup>

For Mac:

<http://tinyurl.com/ACMacSetup>

### RECOMMENDED HARDWARE

- Headphones with Mic
- Webcam
- Adequate Face Lighting


### TEST YOUR CONNECTION

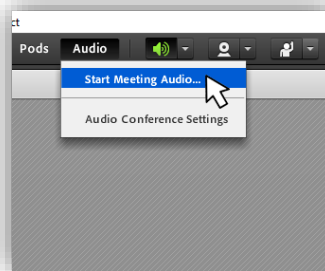
This diagnostic test ensures that your computer and network connections are verified to provide you with the best possible Adobe Connect meeting experience. The diagnostic test checks the following:

1. Clear connection to Connect
2. Bandwidth availability
3. Latest Adobe Connect app

<https://tinyurl.com/ACconfigTest>

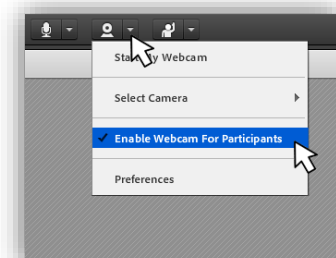
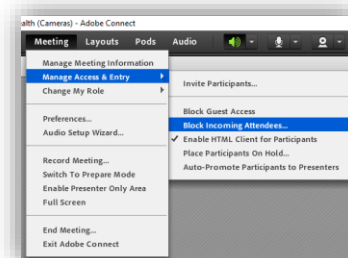
### STARTING THE MEETING

1. **Launch** your Adobe Connect meeting room.
2. Click **Audio** (top-left corner) and select **Start Meeting Audio**
3. Click **Audio** again, & check **Microphone Rights for Participants**
4. Click **Start My Webcam** in Video pod, then click **Start Sharing**
5. Click the microphone icon to open your mic 



### ONCE PATIENT HAS JOINED

1. Check the **Attendees** pod to see only therapist and patient present
2. Click **Meeting** (top-left corner) and select **Manage Access & Entry**
3. Click "**Block Incoming Attendees...**" to prevent accidental intrusion
4. Click webcam arrow, and select "**Enable Webcam for Participants**"
5. Assist patient to start their webcam & mic (see step 4 & 5 above)



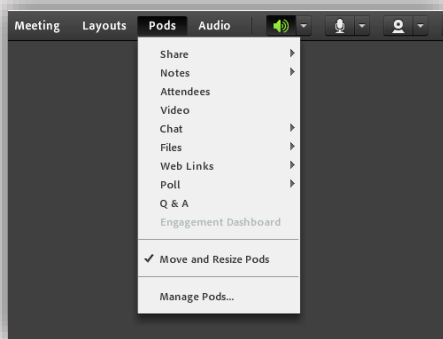
## WEBCAM LAYOUT

### ADOBE CONNECT LAYOUTS

The meeting room layout should be simple but include tools you may need for your telehealth session. These may include Video, Attendees, Chat, Share, and Files pods.

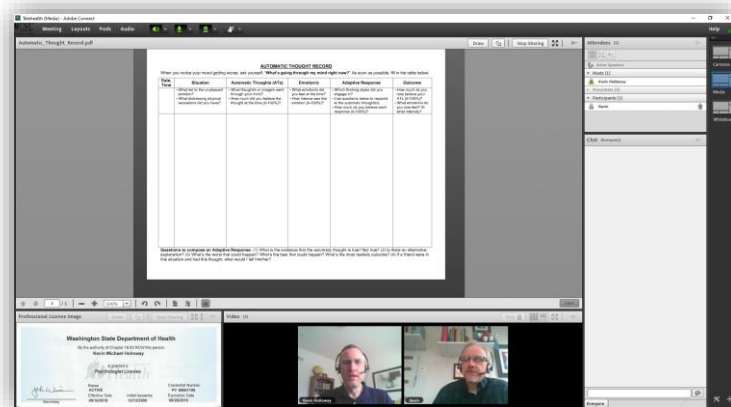
Meeting rooms can have multiple layouts to facilitate quick changes of focus in the meeting. To create a new layout, click the gray “plus” icon (bottom-right corner).

To add pods to your layout, click the “Pods” menu and select a pod type. Then click/drag the title bar of the pod to position, or click/drag any corner of the pod to resize.



This layout may be most appropriate for the largest portion of the telehealth session.

## MEDIA LAYOUT



This layout may be most appropriate to use PDF documents, show MPEG videos, display GIF, JPG, or PNG images, or screen sharing.

### USEFUL PODS

**SHARE** – Allows user to upload and share PDF documents, PowerPoint slides, MPEG videos, graphics images, screen sharing, or active whiteboard

**NOTES** – Display text-based messages, such as emergency phone numbers, provider's email, session agenda, or homework assignments

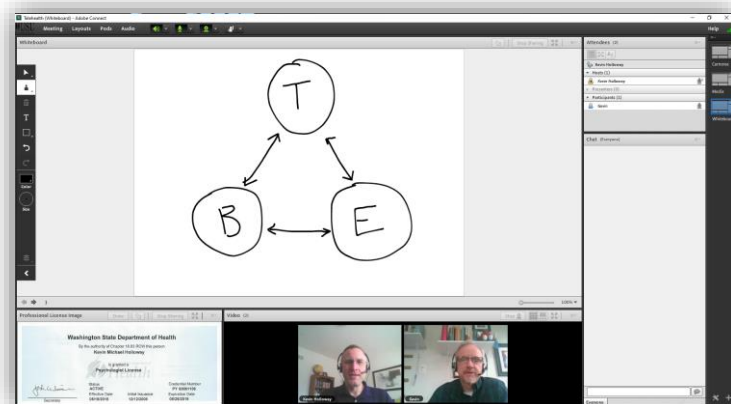
**ATTENDEES** – Shows everyone logged in to the Adobe Connect Meeting

**VIDEO** – Shows webcam feeds from participants who start their webcam

**CHAT** – Text-based chat window for parallel instant messaging

**FILES** – Upload files, such as handouts, worksheets, slides, images for patient to download

## WHITEBOARD LAYOUT



This layout may be most appropriate for session segments that can be supported or augmented by real-time drawing.