How to Share Web Links

1. On the main menu bar Hosts select:
   - “Pods”;
   - “Web Links”;
   - “Add New Web Links”.

2. This will open up a “Web Links” Pod.

3. Hosts click on the drop down menu in the top right of the pod and select “Add Link”.

4. Hosts:
   - paste or type the link in the “URL Path” box;
   - type a name in the “URL Name” box; and
   - hit OK.

5. To take participants to that website Hosts:
   - highlight the link; and
   - click browse.

Please Note:
- It is recommended that Hosts open the “Weblinks pod” towards the end of the Online Meeting.
• If Hosts in a website click to follow a weblink and go to another website participants will not follow. If the Host wants participants to follow then it is more appropriate to select:
  o “Share My screen”,
  o “Applications” or “Desktop”.
• Taking participants to a weblink early in a session could provide a distraction from your Online Meeting.

For more information:
1. select the help option from the dropdown box in the pod.
2. visit:
   o Adobe Connect Pro YouTube channel
   o Learn Adobe Connect
   o Adobe® TV