How do Hosts use the Q&A and Chat pods in Adobe?

Both the “Q&A” and “Chat” pods allow a meeting host to communicate with their attendees.

Each does this in a different way:

1. The “Q&A” pod gives participants the opportunity to submit questions to the host, which the host can answer in their own time or delegate to other meeting presenters.
2. The “Chat” pod allows everyone in a meeting to chat live in real-time.

Hosts can insert each pod by:

1. clicking on the “Pods” menu at the top of the meeting window
2. selecting “Q&A” or “Chat”.

Tip:
Hosts may select “Chat” more than once and have a “Chat” in the “Presenter Only Area” to chat with Presenters if the “Presenter Only Area” has been enabled under “Meeting”.

How to use the Q&A pod

After Hosts add a Q&A pod to the meeting, participants can submit questions which will be listed for the host to see.
Participants will only be able to see the questions they have submitted.

The host can see all questions submitted.
To answer a question, Hosts:

1. click on the question to highlight it.
   This opens a text box at the bottom of the pod.

2. Click on the text box and type an answer.

There are two buttons to the right of the text box:

- Click the first button to send a reply only to the person who asked the question.
- Click the second button to publish the question and answer to all meeting participants.

When a question has been answered a tick will appear to the left of it.
The answer can be seen when you click on a question.
3. can delegate questions to other hosts or presenters by:
   
   i. clicking “Assign To”; and
   
   ii. selecting the desired host or presenter.

A lock icon will appear next to an assigned question. When Hosts click on the question it will show who it has been assigned to. The text box will also be greyed out and unable to be selected by anyone but the assignee.
How to use the Chat pod

When Hosts add a “Chat” pod:

1. they can set chat preferences under the Chat Pod options.

2. everyone can chat to “Everyone” in the meeting in short text messages:
   i. Click in the text box at the bottom of the pod and type a message.
   ii. Hit Enter or click on the send button 📩 to send your message.

• Hosts can chat with other Hosts, Presenters or individual participants in the same meeting:
  o Click on the pod options icon ⌁ at the top-right of the pod;
  o Select:
    ▪ “Start Chat With”,
    ▪ a group or individual attendee from the subsequent menus.

The name of the group/participant you are currently chatting with is displayed at the top-left of the pod.
Eg Chat (Everyone), Chat (Kerri Hicks) or Chat (Presenters)

The various chats you have open are indicated in tabs along the bottom of the pod.

- Click on a tab to go to that particular chat.

- This is a private chat to another participant

If Hosts have disabled private chat under chat preferences in the Chat Pod options then the participant can:

- still chat with Hosts and Presenters.
• only access private chat if the Host enables this feature.

For more information:

1. on Pods:
   - see “What are the different types of pods and their function?” at the CSU Online Meeting Adobe Connect Help;
   - select the help option from the dropdown box in a pod.

2. visit:
   - Adobe Connect Pro
   - Learn Adobe Connect
   - Adobe® TV