How do I talk as a Host?

Before you enter your room

1. First read Online Meeting (using Adobe Connect) – First time setup for CSU staff as Hosts

2. Before entering your Online Meeting room connect your microphone headset (and webcam).
   Connecting a microphone headset ensures that there are no feedback issues when you are talking.
   Please turn off external speakers and, if needed, seek assistance with this task.

Enter your room

1. Enter the Online meeting (at https://connect.csu.edu.au or at the specific room url) with your:
   ✓ user name;
   ✓ Adobe Connect password, or select “Forgot your Password” and follow the prompts.

2. Each time you enter the Online Meeting room please take time to:
   ✓ run the “Audio Setup Wizard”. It is the fifth dropdown found under “Meeting” the first item on the left hand side of the top menu bar as shown in the following screen grab.

   ![Screen grab of “Audio Setup Wizard” as the fifth dropdown under “Meeting” the first menu option from the left.](image)

   ✓ connect your microphone (Microphone icon< Connect My Microphone).
   ✓ give participants microphone rights (Audio< Microphone rights for Participants) if you’d like them to talk to you.

Connecting and Talking in your room

1. Hosts and participants will need to access and connect the microphone icon to be able to talk.

   Please note that Hosts see the microphone icon, because you are a Host, but participants don’t.
   To enable your participants to talk with you select “Microphone Rights for Participants” which is the first dropdown under the “Audio” tab found in the Host menu options as shown in the following screen grab.
This will enable participants to view the microphone icon and to connect their microphone.

2. Select “Connect My Audio” as shown in the following screen grab.

![Figure 3: Screen grab of Menu Bar with “Connect My Audio” as the first drop down under “Microphone” the 6th menu option from the left.](image)

You may need to accept the “Allow Adobe Flash Player” as shown in the following screen grab.

![Figure 4: Screen grab of Adobe Flash Player Settings with Allow as the left hand option at the bottom of the screen.](image)

Your microphone icon will indicate you are ready to talk now and change colour from white to green as shown in the following screen grab.

![Figure 5: Screen grab of Menu Bar with Microphone icon, the 6th menu option from the left now green in colour.](image)

3. Talk and look for the sound waves in the microphone icon.

When you do talk:

- your name will be highlighted as the Active speaker in the Attendee pod as shown in the following screen grab.
Figure 6: Attendee pod screen grab with Active Speaker highlighted

✓ your microphone icon will show sound waves to the right of your microphone as shown in the following screen grab.

Figure 7: Screen grab of Microphone icon, the 6th menu option from the left in menu bar, with sound waves to the right

This indicates that your voice is being transmitted to participants at the other end.

It is good protocol to check with your participants that they are hearing you.
You will not hear your own voice.
If you do hear your own voice there are feedback issues and you may need to:
✓ check you have not come into the room twice;
✓ turn off external speakers.

4. You will be able to talk when your microphone is green but it is good protocol to:

✓ mute your microphone when not talking;
✓ ask your participants to follow proper etiquette and protocols set by you which may be:
  1. select the “Raise Hand” option if a participant wishes to speak.
     The Raise Hand option is the first dropdown under the icon of the Person with a hand raised as shown in the following screen grab;

Figure 8: Screen grab of “Raise Hand”, the first dropdown under the icon of the Person with a hand raised, the 8th icon from the left in the menu bar
ii. wait until you as host acknowledge that it is a certain participant’s turn to speak;

iii. unmute the microphone only when talking;

iv. mute microphones when not talking. Select “Mute My Microphone” as shown in the following screen grab.

![Mute My Microphone](image)

*Figure 9: Screen grab of “Mute My Microphone”, the first dropdown under the icon of the Person with a hand raised, the 8th icon from the left in the menu bar*

**Tips to allow single speaker**

Hosts can allow a single:

1. participant only, rather than the entire group, to talk by enhancing the rights of any Participant. This is done by:
   - clicking on the participant’s name in the “Attendee Pod” and then selecting “Enable Microphone” as shown in the following screen grab;

![Enable Microphone](image)

*Figure 10: Screen grab of “Enable Microphone”, the second dropdown option when participant’s name is highlighted in the Attendee pod*

   or by

   - selecting the participant’s name in the “Attendee Pod” and then selecting “Attendee Options” and “Enable Microphone” as shown in the following screen grab.

![Attendee Options](image)

*Figure 11: Screen grab of “Enable Microphone”, the third dropdown option when participant’s name is highlighted and the Attendee Options are selected in the Attendee pod*
2. **person** (Host, Presenter or Participant) to speak at the one time.

   - To do this select “Enable Single Speaker” which is the second dropdown under the “Audio” tab found in the Host menu options as shown in the following screen grab.

   ![Image](image1.png)

   *Figure 12: Screen grab of “Enable Single Speaker”, the second dropdown under the “Audio” tab found in the Host menu bar options.*

   - When a speaker is talking in the “Enable Single Speaker Mode”:
     - there is a star to the right of the microphone in the Host menu options as shown in the following screen grab.

   ![Image](image2.png)

   *Figure 13: Screen grab of “Enable Single Speaker”, mode active with an asterisk to the right of the Microphone icon in the Host menu bar options.*

   - no one else, even the host, is able to talk as shown in the following screen grab

   ![Image](image3.png)

   *Figure 14: Screen grab of “Enable Single Speaker”, active with highlight that to gain control the Host can deselect “Enable Single Speaker mode” in the menu bar options.*

   until the host:

   - EITHER disables Single Speaker Mode by deselecting (untick) the “Enable Single Speaker Mode” which is the second dropdown under the “Audio” tab found in the Host menu options as shown in the following screen grab.

   ![Image](image4.png)

   *Figure 15: Screen grab of Host option to untick “Enable Single Speaker mode” the second dropdown under the Audio option in the menu bar.*

   - OR releases the Microphone from the speaker by selecting “Release Mic From Speaker” which is the second dropdown under the “Audio” tab found in the Host menu options as shown in the following screen grab as shown in the following screen grab.
This disconnects the Speaker’s microphone and enables the Host to “Connect My Audio” to speak as shown in the following screen grab or another speaker to “Connect My Microphone”.

Help from within the Adobe Connect room

Access specific help for each of the pods from the Help option located in the dropdown at the top right hand side of each pod.

Access the general Help drop down in the top right hand of the Online Meeting room menu bar as shown in the following screen grab.

Now choose from the options available as shown in the following screen grab.
Online Self Help

- Adobe Connect Help and Support
- Adobe ConnectPro
- CSU Online Meeting help (Adobe Connect)
- Interact 2 Online Meeting Tool Summary