How to setup and use a webcam for use in Online meeting?

1. Hosts can select a “Video Pod” if not present:
   i. click “Pods” in the top menu; and
   ii. click “Video”.
   iii. Hosts can, if they wish, “Enable Webcam For Participants”

2. Hosts and Presenters and Participants (if enabled) can select their webcam by:
   i. clicking on the drop down menu on the Pod;
   ii. select “Select Camera”; and
   iii. use the drop down menu to select the camera to use.

3. Hosts and participants can start the webcam by either:
   i. clicking on the drop down menu of the “Video Pod”; and select “Start My Webcam”; or
   ii. click on the webcam picture in the top menu bar;
When “Start My Webcam” is selected the picture of the webcam will turn green or

iii. click on “Start My Webcam” in the middle of the pod.


5. The webcam will be in preview mode.

6. To share your webcam with other participants select “Start Sharing”.

Tip: The webcam is a useful tool to show procedures and techniques.

7. To reduce the amount of bandwidth it is recommended that you:
   i. stop and hide the webcam after your short introduction;

iii. pause your webcam (use the pause button in bottom right corner).

8. Click “Stop My Webcam” to stop sharing your webcam.
9. Hosts can set video preferences by:
   i. clicking on the drop down box of the “Video Pod”; and
   ii. select “Preferences”.
   iii. select “Video” and choose if you want to:
        • “Disable Webcam Preview”;
        • “Highlight Active Speakers”;
        • change “Video Quality”.
          It is recommended that you keep “Video Quality” on 1 bar above Low.
   iv. Click “Done” to update preferences.

For more information:
   1. select help from the drop down menu of the pod;
   2. visit:
      o Adobe Connect Pro YouTube channel
      o Learn Adobe Connect
      o Adobe® TV