How to share any open application.

How a Host, Presenter or Enhanced Participant can share
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Accessing Help

How a Host, Presenter or Enhanced Participant can share

1. To share any application (such as a word document, spreadsheet, website or any application) first a Host needs to;
   a. consult the Adobe Connect “Help” for Sharing Content During a Meeting;
   b. ensure that the Adobe Connect Add-In is working (See Adobe Add-In for PCs and Macs at [http://www.adobe.com/support/connect/downloads-updates.html#meeting-add-ins](http://www.adobe.com/support/connect/downloads-updates.html#meeting-add-ins));
   c. have a share pod in their meeting room layout. To do this Hosts:
      i. choose “Pods” from the main menu bar;
      ii. select “Share” then “Add New Share”.

   Please note that to have success in Screen Sharing in Adobe Connect Hosts:
      i. need to practise with a colleague;
      ii. need to choose the correct monitor if they have several;
      iii. who are Mac users may need to use Firefox or experiment with different browsers.

2. The Host or Presenter opens the word document, spreadsheet, website or any application and minimise it; and,
   a. in the Share pod clicks on the Triangle/Arrow button to the right of “Share My Screen”;
   b. selects “Share My Screen”, as shown in the following screen grab.

3. When the next screen appears Hosts:
   a. have a choice of:
      i. Desktop;
      ii. Applications;
      iii. Windows.

   Please note that if there are several monitors the Host must first choose the relevant monitor.

   b. Choose “Applications” on a PC or Mac and:
      i. tick the relevant applications that the Host wants to share and that are open to share.

   Please note that Hosts CAN CHOOSE MULTIPLE APPLICATIONS as long as they are open (eg. word document, spreadsheet, website or any software application);
and

ii. click “Share”, as shown in the following screen grab.

Figure 2: Screen grab of “Start Screen Sharing” option in Adobe Connect where "Applications", the 2nd selection has been chosen and the relevant open applications ticked and the “Share” button selected

4. The Host moves to the relevant word document, spreadsheet, website or any application and it is now being shared and the Host also has access to a Minicontrol with a small version of what is currently being shown, as shown in the following screen grab of a spreadsheet being shared.

Figure 3: Screen grab of spreadsheet application being shared in Adobe Connect and the Minicontrol in the bottom right hand corner of the screen offering the Host more options.

5. If the Host:
   a. moves to another document or application that wasn’t chosen to be shared participants will see a blue hashed screen similar to the blue hash shown in the bottom right hand corner in the following screen grabs.
b. Here the Host has CHOSEN TO SHARE the:
   i. **Spreadsheet NOT** the word document,

   ![Figure 4: Screen grab of a Host selecting the Excel spreadsheet application (.xls) to be shared in Adobe Connect by ticking the Excel application which has the Glossary.xls open](image)

   so the attendees will ONLY see Blue hash when the Host is on the Word document;

   ![Figure 5: Screen grab of a word document as an application that was not chosen to be shared in Adobe Connect and the Minicontrol in the bottom right hand corner of the screen showing the Host the BLUE Screen in the Minicontrol option, indicating that participants are seeing a blue screen.](image)
ii. **Website Not the spreadsheet,**

![Figure 6: Screen grab of a Host selecting the application (FireFox.exe) to be shared in Adobe Connect by ticking the Website application which has the CSU website open](image1)

so the attendees will ONLY see Blue hash when the Host is on the Spreadsheet;

![Figure 7: Screen grab of a spreadsheet application that is not chosen to be shared in Adobe Connect and the Minicontrol in the bottom right hand corner of the screen showing the Host the BLUE Screen in the Minicontrol, indicating that participants are seeing a blue screen.](image2)
6. The Minicontrol (in all screen sharing, in the word document, spreadsheet, website or any application sharing):
   a. appears in the bottom right hand corner but can be:
      i. moved, by dragging, to any position on the screen;
      ii. minimised, as shown in the following screen grab:
      
      ![Figure 8: screen grab of Adobe Connect Minicontrol minimized.]
      
      iii. restored from the Task bar on a PC.
   b. shows the screen the Host is currently sharing, as in the following screen grab;
      
      ![Figure 9: Screen grab of CSU website being shared in Adobe Connect Firefox application and the Minicontrol in the bottom right hand corner of the screen showing what is being shared AND offering the Host more options.]
      
   c. allows the Host to:
      i. **PAUSE AND ANNOTATE**, as shown in the following screen grab;
      
      ![Figure 10: Screen grab of Adobe Connect Minicontrol with the “Pause and Annotate” option above the attendees and chat controls (2nd and 3rd options from the bottom right).]
When a Host chooses “Pause and Annotate”:
- an image of what was showing on the screen is brought into the Adobe Connect whiteboard where drawing tools are available for Hosts, Presenters and Participants with enhanced rights to draw on the image captured.

![Figure 11: Screen grab of Adobe Connect room with the whiteboard showing the toolbar on the left hand side of the screen capture of the paused shared screen thus allowing the Host to draw on the screen capture.](image)

- To resume sharing the screen after pausing and annotating the Host or Presenter selects the "Resume" button to return to the screen being shared as shown in the following screen grab.

![Figure 12: Screen grab of Adobe Connect room with the "Resume" button as the 3rd icon from the top right hand side of the whiteboard showing a screen capture of the paused shared screen. Selecting "Resume" allows the Host to return to the screen being shared.](image)
ii. **RESPOND to (WITHOUT NEEDING TO GO BACK INTO THE MEETING ROOM):**

- **chat messages**, as shown in the following screen grab;

![Figure 13: Screen grab of Adobe Connect Minicontrol with the “Chat” option as 2nd option from the bottom right, allowing the Host to read and respond to chat while still sharing a screen.](image)

- **notifications**, as shown in the following screen grab.

![Figure 14: Screen grab of Adobe Connect Minicontrol with “Notifications” option as 1st option from the bottom right, allowing Hosts to respond to notifications while still sharing a screen.](image)

iii. **STOP SCREEN SHARING**, as shown in the following screen grab;

![Figure 15: Screen grab of Adobe Connect Minicontrol with the “Stop Sharing” option above the speaker and microphone controls (4th and 5th options from the bottom right).](image)
iv. RETURN TO THE MEETING ROOM by selecting either:
- “Stop Sharing” as above;
- the top right hand icon as shown in the following screen grab.

![Screen grab](image)

*Figure 16: Screen grab of Adobe Connect Minicontrol with the “Return To Meeting Room” option as the top right hand option in the Minicontrol.*

v. “CONNECT MY AUDIO” (unmute), as shown in the following screen grab;

![Screen grab](image)

*Figure 17: Screen grab of Adobe Connect Minicontrol with “Connect My Audio” as 5th option from the bottom right, allowing the Host to connect microphone while still sharing a screen.*

vi. MUTE THE MICROPHONE, as shown in the following screen grab;

![Screen grab](image)

*Figure 18: Screen grab of Adobe Connect Minicontrol with “Microphone” as 5th option from bottom right, allowing Hosts to UnMute or Mute Audio while still sharing a screen.*
vii. **ACCESS THE VIDEO:**

- controls, as shown in the following screen grabs;

![Screen grab of Adobe Connect Minicontrol with “Video” as the 6th option from the bottom right, allowing the Host to access the video controls while sharing.](image1)

![Screen grab of Adobe Connect Minicontrol with Video as the 6th option from the bottom right chosen, allowing the Host to select “Start My Webcam” in the middle of the minicontrol, while still sharing a screen.](image2)

- **START THE WEBCAM:**

![Screen grab of Adobe Connect Minicontrol with the “Pause” functionality showing when Hosts hover the mouse over their name in the bottom left hand corner of the video in the Minicontrol. This allows Hosts to Pause the Webcam while still sharing.](image3)

- **PAUSE THE VIDEO:**

Hovering over the name in the left hand bottom corner of the video will
bring up the pause function to activate. To the host the paused webcam looks like the following screen shot.

![Figure 22: Screen grab of Adobe Connect Minicontrol with the “Video Paused” and Play” arrow in the middle of the video allowing the Host to restart the video in the Minicontrol while still sharing a screen.](image)

To the participant the Host’s paused webcam looks like the following screen shot.

![Figure 23: Screen grab of Adobe Connect Minicontrol with a “Video Paused” icon in the top left hand corner of the video and the Host’s name in the bottom right hand corner.](image)

- restart (Play) the webcam when paused by selecting the triangle in the middle of the paused video;

![Figure 24: Screen grab of Adobe Connect Minicontrol highlighting the “Play” arrow in the middle of video allowing the Host to restart the video in the Minicontrol while sharing.](image)
stop the webcam

![Figure 25: Screen grab of Adobe Connect Minicontrol with the “Stop My Webcam” in the top right hand corner of the Minicontrol allowing the Host to stop the video using the Minicontrol while still sharing a screen.]

7. If the Minicontrol has minimized off the screen Hosts can access some functionality on a:
   i. **PC** from the small Adobe Connect room icon in the task bar;
      
      ![Figure 26: Screen grab of PC taskbar with the Adobe Connect small room icon allowing the Host to select screen sharing options.]
      
      Selecting the small icon will bring up options as shown in the following screen grab.
      
      ![Figure 27: Screen grab of “Pause and Annotate”, “Choose Window to Share” and “Stop Screen Sharing” as the top 3 options the Host can select from the Adobe Connect small room icon on a PC taskbar.]
      
   ii. **Mac** computer from the top right hand corner.

      On a Mac (using Firefox as the browser) Hosts will see a small Adobe Room icon in the top right-hand corner of the screen just to the left of the recording button (if recording the meeting).

      ![Figure 28: Screen grab of “Pause and Annotate”, “Choose Window to Share” and “Stop Screen Sharing” as the top 3 options the Host can select from the Adobe Connect small room icon on a Mac top right hand menu.]
8. Once Hosts have access they can choose to screen share and choose window to share and other functions including:

- “Pause and Annotate”, choosing this captures an image of what was showing on the screen and brings it onto the Adobe Connect whiteboard. There drawing tools are available for Hosts, Presenters and Participants with enhanced rights to draw on the screen capture.
- “Choose Window to Share” allows Hosts to change what they are displaying;
- “Stop Screen Sharing”;
- Adobe Connect “Help” for [Sharing Content During a Meeting](#).

### How a Host can allow a Participant to share their screen.

There are several ways a Host can allow a Participant to share their screen. **Please note: We recommend that you DO NOT MAKE the participant a HOST.**

1. An easy way a Host can allow a Participant to share their screen is for Hosts to hover over the participant’s name in the Attendee pod and select “Request Screen Share”.

![Figure 29: Screen grab of the Adobe Connect room with “Request Screen Share” as the 5th dropdown the Host can choose when a participant’s name is highlighted in the Attendee’s pod.](image)

The Participant will then receive a request to start sharing their screen as shown in the following screen grabs.

The Participant just needs to click on “Start” to share their screen.

![Figure 30: Close-up of Screen grab of the Adobe Connect room in the top right hand corner with options to “Start” or “Decline” sharing the desktop.](image)
ii. Another way in which the Host can give more functionality to the Participant is for Hosts to select exactly which functions the participant(s) can use.
To do this the Host highlight a participant’s name in the Attendees pod (or shift and select a group of participants) and then:
✓ go to the Attendee pod options and from the dropdown pod options;
✓ choose “Enhanced Participant Rights” as shown in the following screen grabs.
Figure 33: Screen grab of the Adobe Connect room with Enhanced Participant rights as the 7th drop down of the Attendee options which is the 6th dropdown selected from the Attendee options in the top right hand corner of the Attendee’s pod.

and

i. on the screen that comes up, Hosts tick the type of pods that they would like the participants to be able to control as a presenter. Then Hosts select “OK”.

Figure 34: Screen grab of the Adobe Connect Enhanced Participant rights selection Box with Share Pod as the top left hand option ticked allowing the selected participant(s) to share the(ir) screen.
An icon to the far right of the Participant name in the Attendee pod indicates that the Participant has enhanced rights.

![Figure 35: Screen grab of the Adobe Connect Attendees Pod with icon to the far right hand of the participant name indicating Enhanced Participant rights for the selected participant(s)](image)

The host can revoke the enhanced rights of the Participant by highlighting the name in the Attendee pod and selecting “Revoke Screen Share”.

![Figure 36: Close-up of Screen grab of the Adobe Connect Attendee’s pod with “Revoke Screen Share” as the 5th dropdown of the Enhanced Participant rights for the selected participant(s)](image)

Please note: We recommend that you DO NOT MAKE the participant a HOST.
Accessing Help

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.

![Figure 3: Screen grab of the Adobe Connect Share Pod with “Help” for the Share Pod as the 6th dropdown in the top right hand corner menu options](image)

- 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.

![Figure 3: Screen grab of the “Help” menu as the 2nd icon from the right in the top right hand corner of the Adobe Connect Top menu bar.](image)

Then choose from the dropdown options available.

Online Self Help

- Adobe ConnectPro [https://www.youtube.com/user/AdobeConnectPro](https://www.youtube.com/user/AdobeConnectPro)
- CSU Online Meeting help (Adobe Connect) [https://www.csu.edu.au/division/student-learning/home/technologies-for-learning-and-teaching/online-meeting](https://www.csu.edu.au/division/student-learning/home/technologies-for-learning-and-teaching/online-meeting)