

## Beginner's Guide to Web-conferences with Adobe Connect at the University of Göttingen

### 1. What is Adobe Connect?

Adobe Connect is a software used to organize and run web-conferences without any borders. It allows users to create a virtual environment in which the users in different countries/continents can present, discuss and meet together.

### 2. What is the role of Adobe Connect in higher education?

Adobe Connect allows to implement three main scenarios in higher education such as:

- Invitation of guest experts and lecturers **worldwide** to hold a lecture, presentation or a talk at the presence University **virtually**.
- Creating worldwide joint-classrooms.
- Meeting with the research groups for the research projects or project groups for different kind of projects.

### 3. How can I create a meeting room in Adobe Connect at the University of Göttingen?

We are a registered member University at Deutsche Forschungsnetz (DFN) und therefore we benefit from the web-conferencing services that are offered by DFN

(<https://www.conf.dfn.de/webkonferenzdienst-ueber-adobe-connect/>)

#### Creating a meeting room „step-by-Step“:

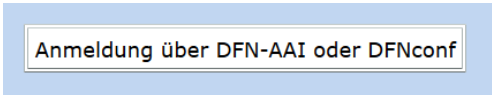
1. First of all, you need to install Adobe Connect Add-In before you move forwards. To download the Add-In please go to <https://www.conf.dfn.de/aktuelles-news/newsansicht/archive/2018/01/12/article/adobe-connect-addin-unter-firefox-124/> and

[Download für Windows Nutzer](#)


install it from \_\_\_\_\_ .

**Important:** As soon as you enter the weblink of your meeting room in a web browser you will also be able to use Adobe Connect. However, you won't be able to use it fully occupied because some web-Browsers (f.e. Firefox) are not compatible with Flash Player. As a consequence you can not open presentations or share your screen with your guests in a meeting.

2. Install the Add-In on your computer and then go to <https://webconf.vc.dfn.de>

3. Click on 

4. Search for „Georg-August-Universität Göttingen“ from this dropdown list:



Oder geben Sie den Namen (oder Teile davon) an:

  
Einrichtung aus einer Liste wählen OK Hilfe

\* The dropdown list will be activated as soon as you enter the first initial letter.

5. Login with your „GWDG-Account“ as shown:

Single-Sign-On  
For Students and Employees

Email:

Password:

Log in to "DFNVC Webkonferenzen".

**DFN** video conference  
Deutsches Forschungsnetz

Service-Provider für den Webkonferenz-Dienst des DFN. Hinweise zum AAI-Login und zu den verwendeten Attributen finden Sie unter <https://www.vc.dfn.de/webkonferenzen/aai-login.html>

For questions, feedback or reporting, please send an email to [support@gwdg.de](mailto:support@gwdg.de), yours

GWDG  
Gesellschaft für wissenschaftliche Datenverarbeitung mbH Göttingen

Powered by Shibboleth

6. Sign on and accept the terms of agreement if you login yourself for the first time.
7. To change the language of the management page in DFN, go to „Mein Profil“ and then choose „Meine Voreinstellungen bearbeiten“. Select the language of your choice with the help of dropdown list at the right side of „Sprache“ and then do not forget to save.

## Sprache auswählen

**Sprache: \***

English

\*- kennzeichnet erforderliche Felder

8. Go back to „home“ screen and click on and afterwards choose „Meeting“ from the dropdown menu to create a meeting room.
9. Fill in the form with the name of your meeting, the custom URL, a short definition of the meeting, the preferred language, and the preferred access method.

If you choose „**Only registered users may enter the room (guest access is blocked)**“ your guests can not enter the room, no matter if they have the weblink. Registered users are individuals who are employed in member Universities or Institutions in DFN and who already logged in DFN-AAI for once.

If you choose „**Only registered users and accepted guests may enter the room**“ your guest can enter the room as soon as you permit. Registered users can enter the room when they are invited.

If you choose „**Anyone who has the URL for the meeting can enter the room**“ the persons at whom you share the weblink can enter the room. You can check the box below if you want to secure the meeting room with a password.

Click on next as soon as you fill out the form and adjust the settings.

10. Select registered users or user groups if you want to invite them.

**Attention:** Keep in mind that only the registered users and user groups can be invited. If you set previously „Anyone who has the URL for the meeting can enter the room“ as an access method, you can skip this step.

Click on next as soon as you have chosen the registered users. Then you can give your invitation text in the editor and send invitations to the selected registered users.

If you do not invite the users previously and want to continue with „Anyone who has the URL for the meeting can enter the room“, click on finish button for twice to complete the creation of a meeting room in Adobe Connect.

#### Joining in the meeting room „step-by-step“:

1. Run Adobe Connect Add-In on your desktop



2. Type or copy and paste the weblink of the meeting room in

## Willkommen bei Adobe Connect!

Geben Sie das Adobe Connect-Meeting, Seminar oder die Inhalts-URL ein, um teilzunehmen.

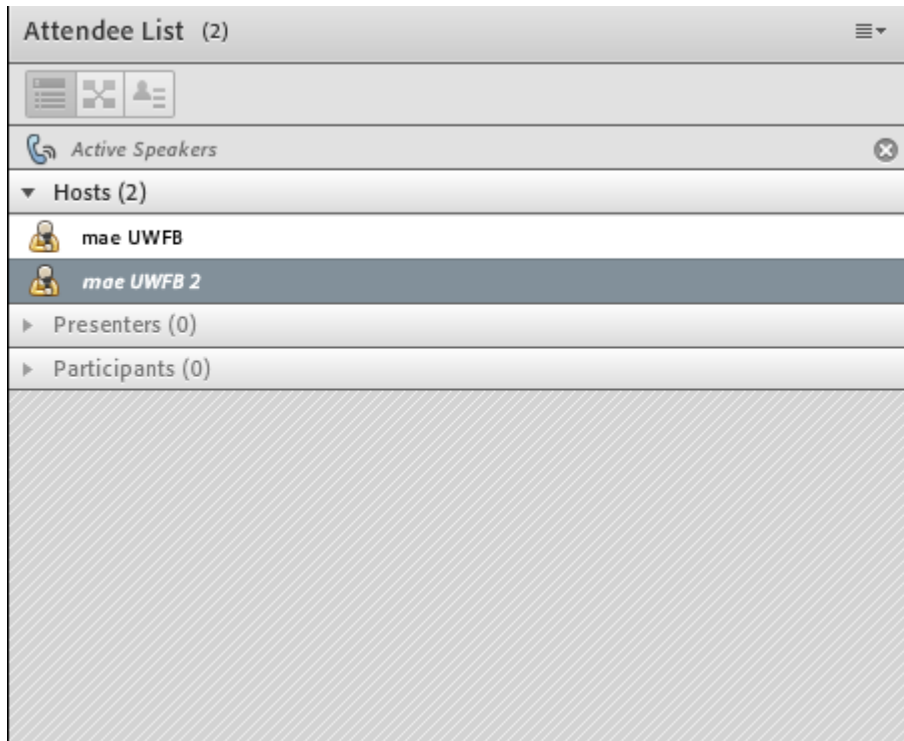
3. Click on „Weiter“ to join the meeting room.  
4. Login via „Anmeldung über DFN-AAI Föderation und DFNconf“  
5. Select „Georg-August-Universität-Göttingen“ from the dropdown list and click on „OK“.  
6. Login with your GWDG-Account in Single-Sign-On.

You can login alternatively when you first log yourself in DFN-AAI and then select the meeting room you want to join. To choose the meeting room make a linear mouse over on the right side of your screen and choose the paperplane symbol to join.

7. Now the Adobe Connect Add-in will be opened and the meeting room will be displayed.

### Ranking the Access of Participants in meeting room „step-by-step“:

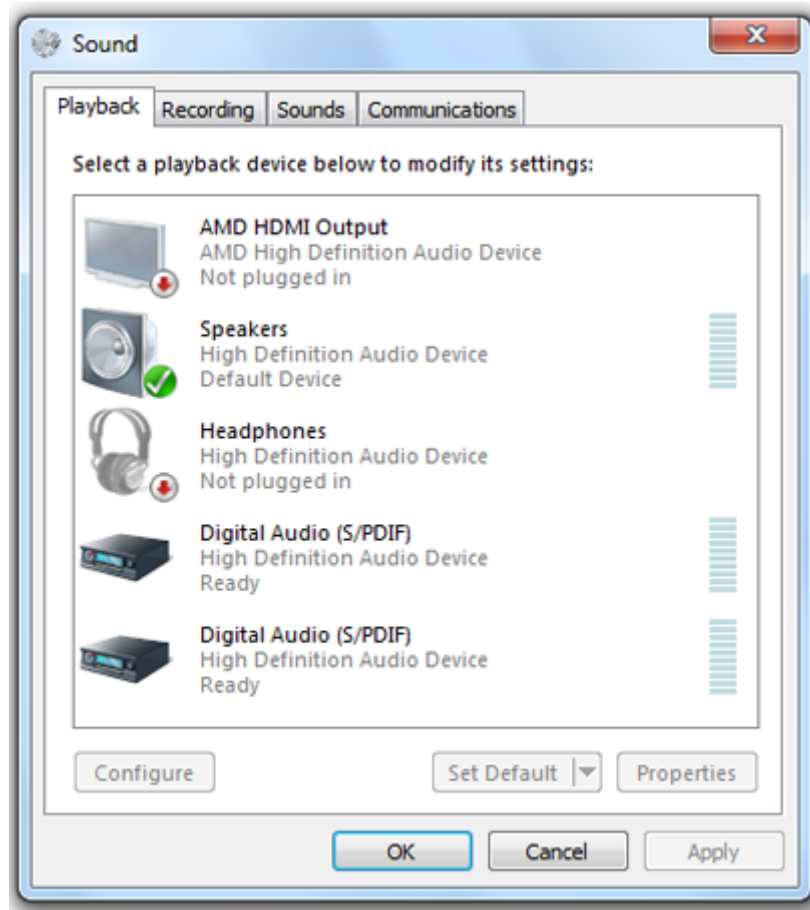
1. The participants list is displayed on the left side of the meeting room.



2. Drag and drop a participant to adjust their role in the meeting room. You can adjust the roles of participants only as host. Presenters and Participants can not change the roles of other participants.

### Checking the Audio & Video settings in the meeting room „step-by-step“:

1. Go to „Meeting“ at the upper right of your screen and select „Audio Setup Wizard“.
2. Click on next to continue.
3. Play Sound to check if your speakers are well configured.  
**Attention:** If you don't hear anything make sure that you have selected the right output from Windows sound settings. To change the source of Audio Output in Windows click on the sound symbol at the right down side of your screen. You'll see a menu that offers several choices: *Open Volume Mixer, Playback devices, Recording devices, Sounds and Volume Control options.*



Select the **Playback devices** to open the Sound Control Panel. When you click on the **Playback tab**, a window will pop up that shows you the devices available on your system. Each system is different, so what you see will reflect that. Make a right-click on a source and choose „test“ to test if your speakers are correctly selected. Set the correct speaker as your current default device. To do that make again a right-click with your mouse on the source you want to set as default and then choose the option „set as default“. **Your current default device will be indicated by a green check mark.** In the example above the default playback sound device is the PC speakers connected to the High Definition audio device.

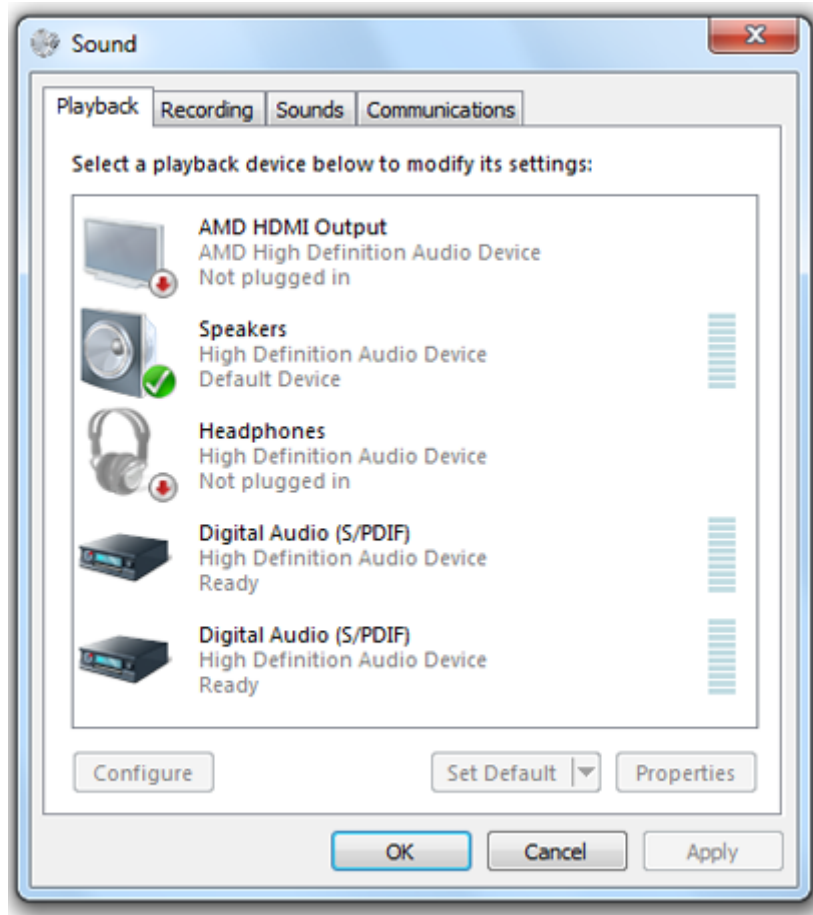
4. As soon as you can hear a sound in Adobe Connect meeting room, click on next to check your microphones.
5. Select the microphone you plugged in and then click on next.

**Attention:** Please make sure that you are not using an integrated microphone. Use either a headset microphone or a webconferencing microphone with echo canceling. Otherwise there will be echo in the meeting that you won't be able to manage.

6. Click on „Record“ and make a test recording.

7. Play the recording to see if your microphone is configured.

**Attention:** When you do not hear anything. Make sure that the recording device in Windows is correctly set. Therefore, go again to „Sound Control Panel“ and click on „Recording“ Tab.






Here you'll see the audio devices you have available that can be used as a microphone. Again, your current default device is indicated by a green check mark. Select your preferred device and click **Set Default**, just as you did for Playback.


8. Test Silence level to detect the amount of background noise around you and click on next once the test is completed.

9. You will now get a feedback of the test and if it was successful you can move forward.

**Important:** Please make sure that all participants also complete the Audio test. Otherwise the communication in the meeting room won't be clear and won't be easy to manage.

10. Click on  to activate your microphone.

11. Click on  to activate your camera and then select .

**Attention:** If you have attached more than one camera please click on  the cursor at the right side to select the preferred camera.

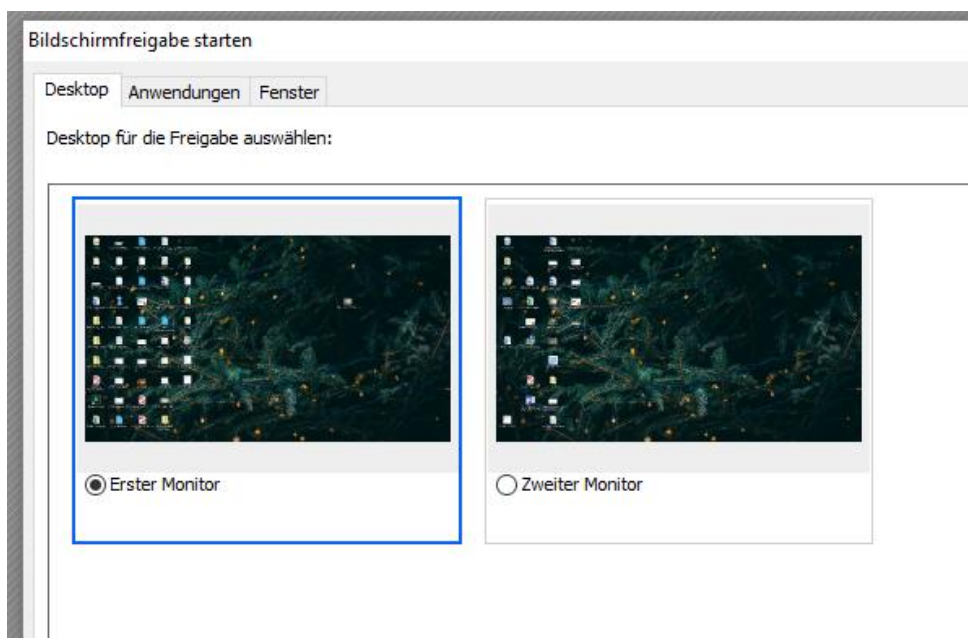
**Important:** The participants won't have the rights to self-manage their audio and video. Click on the name of the participant to enable audio and video only for her/him. Otherwise go to „Audio“ and give „Microphone Rights for Participants“. But there will be a chaos when the participants are not experienced enough to manage their own audio and video. You can immediately switch to „Enable Single Speaker Mode“ under „Audio“ button to manage audio in the meeting room.

### Sharing Screen and Documents „step-by-step“:

1. Click on „Share my Screen“.



2. Choose the Application or the Desktop you want to share.

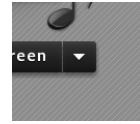


3. Click on „Share“ to share your screen. If you want that the participants in the meeting to see the shared screen in fullscreen, select the checkbox

Teilnehmer in Vollbildmodus versetzen

4. To share a document such as PowerPoint Presentations, PDFs, Word, etc... select

At the right of „Share my Screen“ Button and choose „Share Document“.



5. Upload the document you want to share with „Browse my Computer“ Button and apply the changes with „OK“ Button.

### **Important Notices:**

Please make sure that

...all participants connect with cable internet connection instead of wireless internet connection for the stability of the communication in the meeting.

...all participants wear headsets or have a suitable microphone to communicate with good quality audio in the meeting room to avoid echo.

...all participants received information materials about Adobe Connect and know the basics that they can at least self-manage their audio and video.