



Adobe Acrobat Connect - Introduction

Two-Day Course

Windows and Macintosh

Course Overview:

This course focuses on developing best practice presentation skills for hosting a web conference meeting and managing content delivery. You will learn to create and manage web conference meetings using Adobe Connect Professional to schedule meetings, use audio and video, record, edit and download a meeting, manage a Connect Pro account and more!

Course Content:

- Scheduling meetings
- Selecting participants
- Setting up users, connection speed, meeting information
- Displaying content in meetings
- Using audio and video during a meeting: selecting the camera, setting up the audio and broadcasting audio & video
- Customizing the meeting room
- Recording/editing/downloading a meeting
- Using breakout rooms
- Using the Microsoft Outlook add-in
- Managing a Connect Pro account
- Controlling the presentation
- Desktop sharing