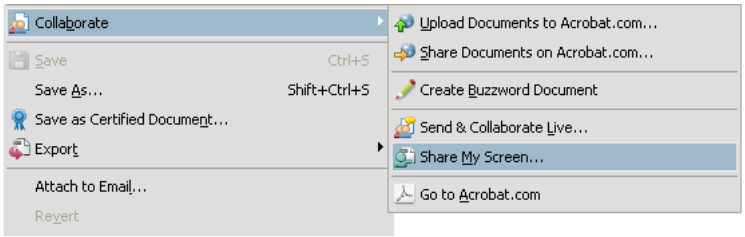
Hosting an Adobe ConnectNow meeting

Traveling to meetings costs money and time, but conference calls can create confusion, as participants try to communicate without visual aids. Adobe® ConnectNow, a personal web-conference tool, brings you many of the benefits of in-person meetings without leaving your desk. All participants can see each others' computer desktops and follow along in the same documents, use live chat, share online whiteboards, and take advantage of other collaboration features. You can launch Adobe ConnectNow from Adobe Acrobat®, and invite others to join you.

1 Initiate the meeting.

Open Acrobat 9, and choose File > Collaborate > Share My Screen. You aren't limited to showing PDF files; participants will be able to see anything on your screen as you move from one application to another or highlight sections of different documents.

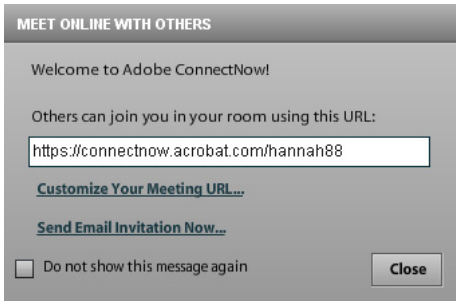


Choose File > Collaborate > Share My Screen to get started.

2 Sign in to Acrobat.com.

Enter your Adobe ID and password, if prompted. (If you've accessed Acrobat.com from Acrobat previously, Acrobat may remember your Adobe ID and sign you in automatically.)

If you don't have an Adobe ID, create one. An Adobe ID is free, and it's all you need to use the other features of Acrobat.com, a free web-based file-sharing service, as well as Adobe ConnectNow. Once you've signed in, you're in the meeting room, which is essentially your desktop.



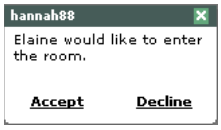
Sign in to Acrobat.com to access the meeting room.

3 Invite others to join the meeting.

Acrobat.com displays a URL that others can use to join you in the room. Click Send Email Invitations Now to send the URL to others. Acrobat.com launches your email application. Add email addresses for people you want to invite, customize the message, and send it!

4 Approve others as they join.

To join you, participants click the meeting URL in the email invitation, and then either enter their Adobe ID and password or log in as a guest. You'll be prompted to accept or decline each request to enter the meeting room. You can also choose to automatically allow guests in.

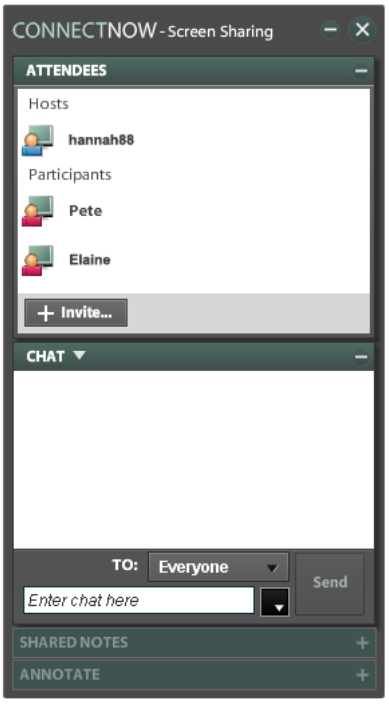


Accept participants' requests to join the meeting.

5 Share your screen.

Click Share My Computer Screen to start sharing your screen with meeting participants. If prompted to install the Adobe ConnectNow Add-in, click Yes. If prompted again to share your screen, click Share.

Read the informational dialog box that describes how screen sharing works, and then click OK. The Screen Sharing palette opens, and all participants can see your screen.



Control the meeting from the Screen Sharing palette.

6 Conduct your meeting.

When everyone's arrived, use the Chat box, shared notes, annotations, and screen sharing to discuss your documents. To stop sharing your screen, click the close button in the Screen Sharing palette. For more information about Adobe ConnectNow, choose Help > Adobe ConnectNow Help.

Adobe
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