1. ENTER GOOGLE CHROME:
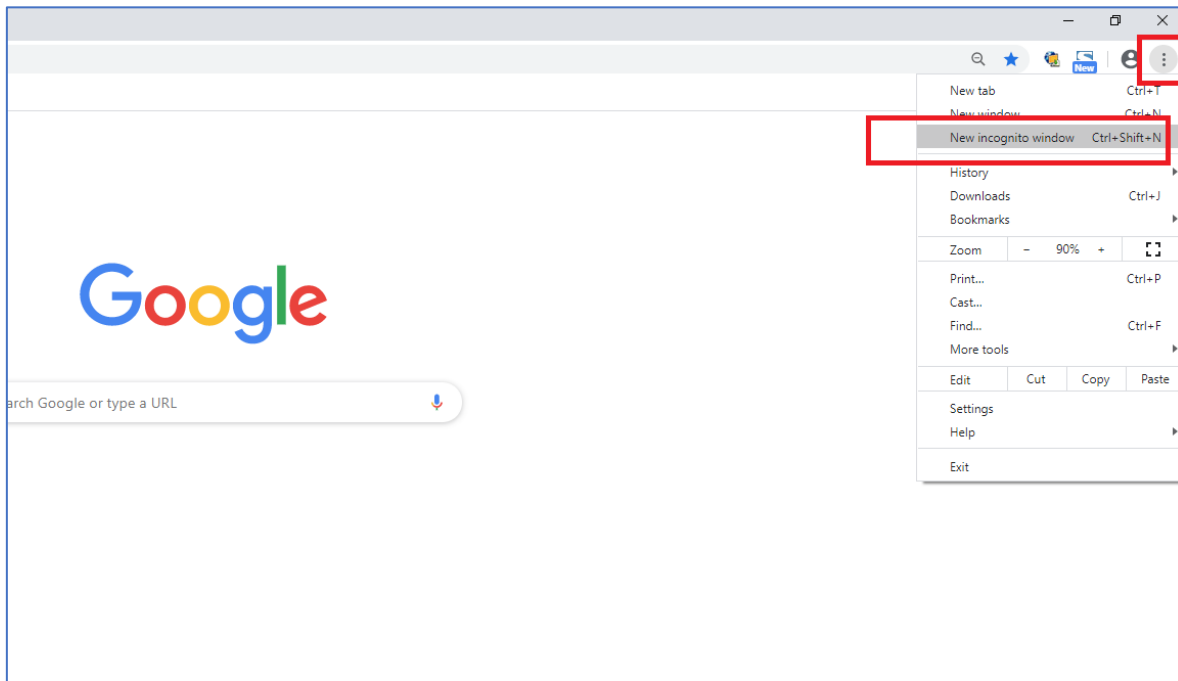
Enter Google settings and open an incognito tab.

2. START YOUR SESSION:

Type the url of your session:

https://ieuniversity.adobeconnect.com/xxx

xxx is the name of the physical room that you have class in.

Example: If you have class in V101 (Velazquez building, room 101) your link is

https://ieuniversity.adobeconnect.com/V101

Check your Virtual Campus to know which room you have assigned in each session.

3. ENTER THE LOGIN PAGE:

Register with the username and the password you've been assigned as a host.

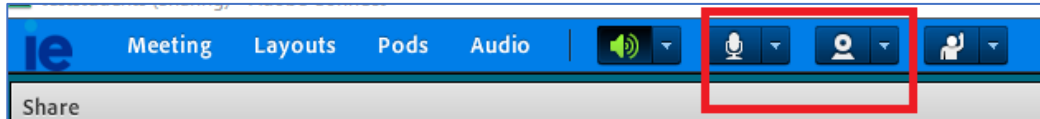**This user can only be used ONCE in the classroom.**

4. OPEN ADOBE CONNECT:

Click on **"Open in Application", not in Browser.**

5. HOST FUNCTIONALITIES:

- **Open camera and microphone**: click on "Connect microphone" and "Start My Webcam".
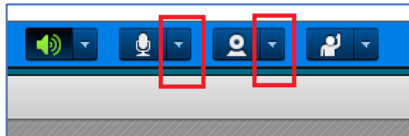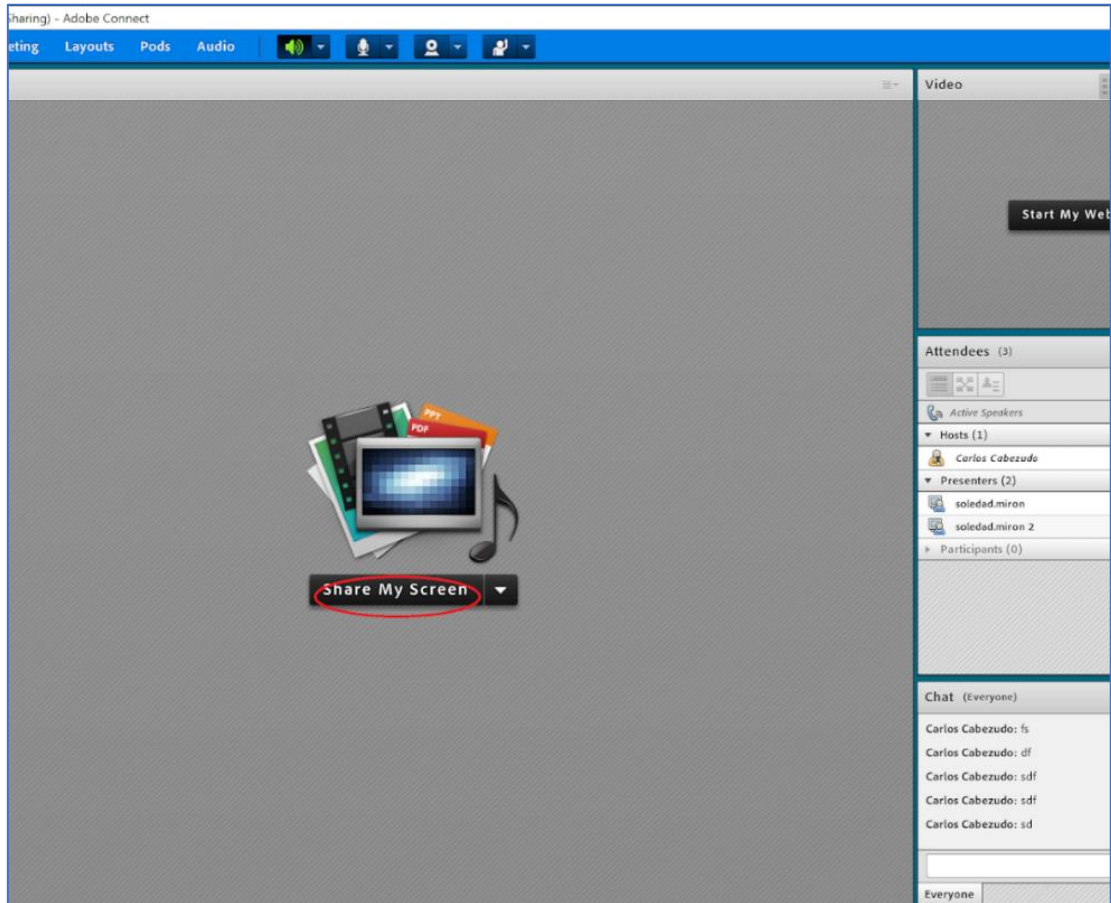

ON

OFF

Select the proper webcam and microphone on the arrow.

- **Share screen:** You must show the screen of the computer of the classrooom with the "Share screen" option.
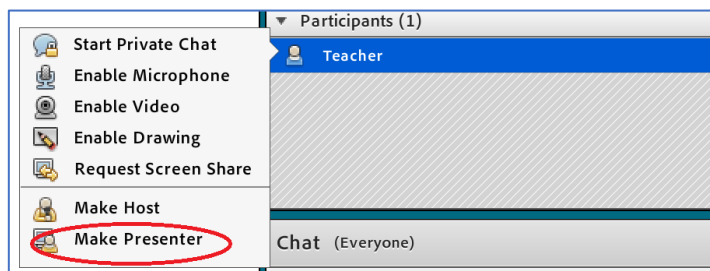
- **Share your documents:** you can upload documents to the platform with the "**Share documents**" option.
Accepted file types: PPT, PDF and MP4. PPT does not allow animations. In case of any trouble with the uploading of the document, we recommend converting the PPT into PDF.
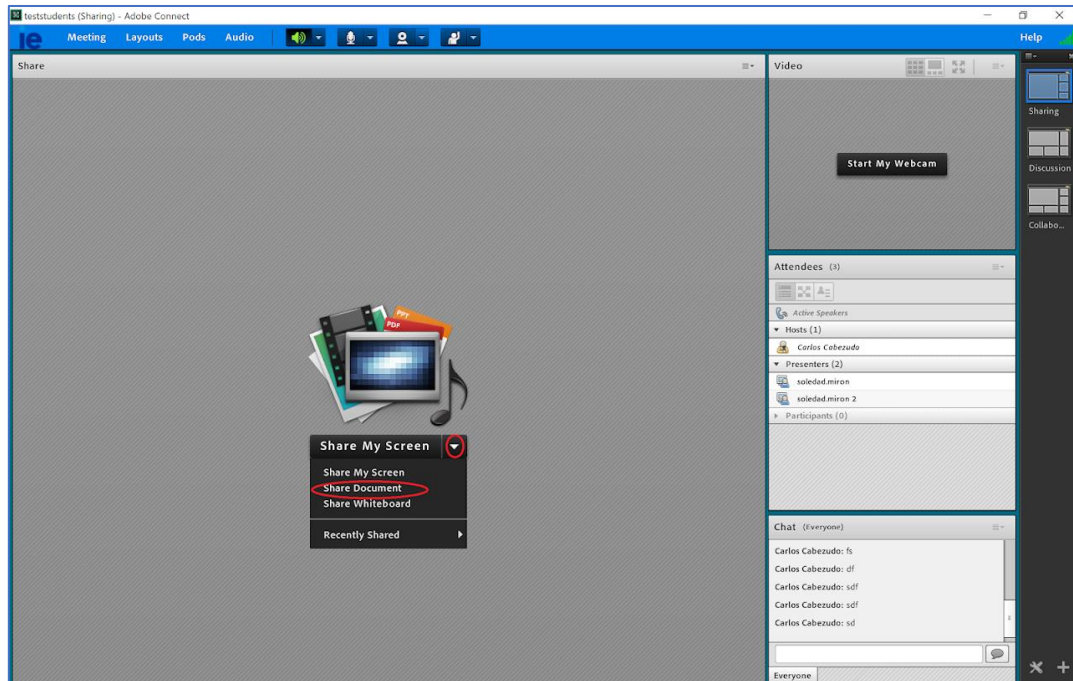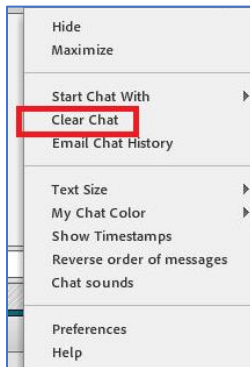

- **Make presenter.** You can make a student presenter selecting "Make Presenter".


- **Clear the chat:** If you want to remove the content of the chat, select "Clear chat".

- **Record the meeting:**
  - If you want to record: "Meeting" menu > "Record meeting" (as a host).
  - Remember to **name the recording with the Atenea/LMS code of the session**. It would help you to identify your recording later.
  - **Stop the recording when the class is finished**: "Meeting" > "Stop recording".
  - **To retrieve the recordings**: "Meeting" menu > "Manage Meeting Information". Then it opens a new window and you have to select the recording.
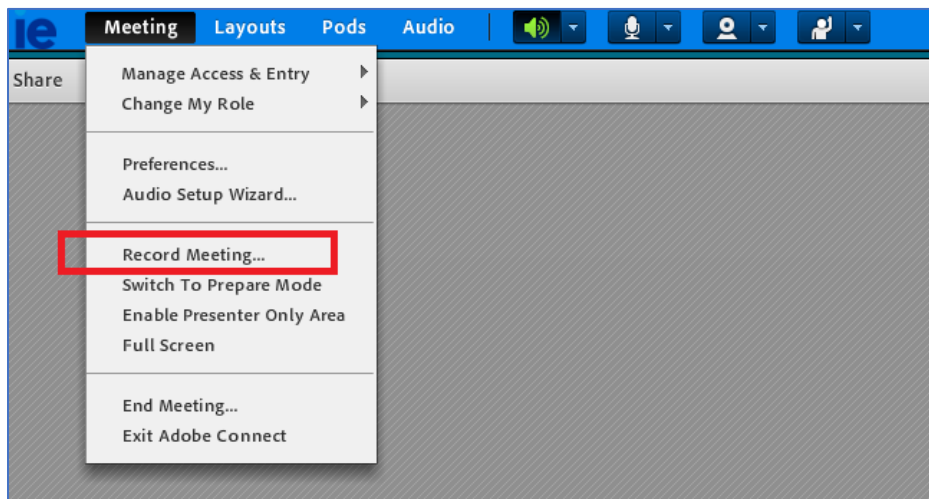
IN CASE OF ANY TECHNICAL ISSUE OR DOUBT, PLEASE CONTACT US:
IT Support
http://servicedesk.ie.edu

INSTITUTO DE EMPRESA, S.L. and IE UNIVERSIDAD (together "IE") may transmit live or capture the class sessions through audiovisual recordings using Adobe Connect and distribute them internally among the enrolled students, for academic purposes only.

IT Department