

****Adobe Connect 8****
Inserting a PowerPoint Presentation in a Meeting

The instructions below provide you instructions for inserting a PowerPoint presentation in a meeting.

To insert a PowerPoint presentation in a meeting:

- a. Log into **Adobe Connect**. The **Adobe Connect** homepage is displayed.
- b. Click **Meetings** on the top menu. A list of your meetings displays.
*Note: This is not the same as the **Meeting** button.*
- c. Click the link for your meeting. The **Meeting Information** page displays.
- d. Click the **Enter Meeting Room** button. The meeting begins to load.
- e. Click the down arrow to the right of the **Share My Screen** button. A menu displays.
- f. Click **Share Documents** on the displayed menu. The **Select Document to Share** dialog box opens.
- g. Click the **Browse My Computer** button. A file dialog box opens.
- h. Navigate to the file you wish to upload.
- i. Select the file you wish to upload.
- j. Click the **Open** button. Your PowerPoint uploads to **Adobe Connect**.

Note: You can use the *Previous* and *Next* arrows on the bottom left of your presentation to navigate the presentation.