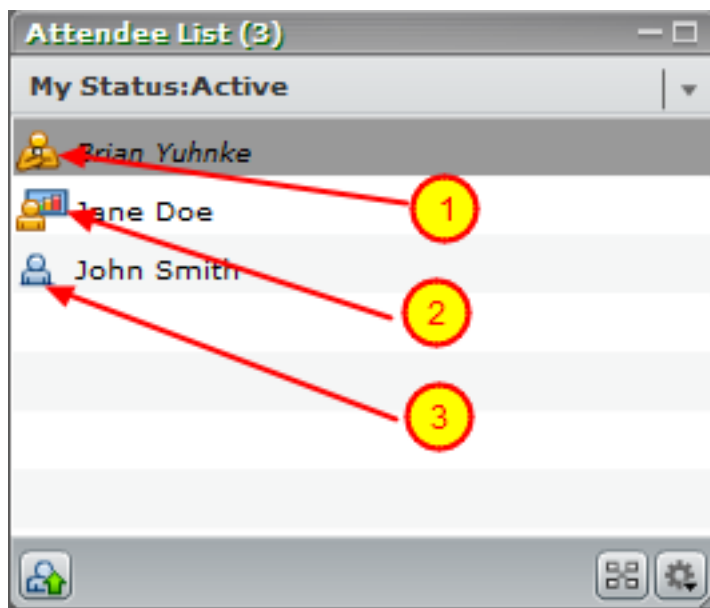


Promoting a Participant in Connect

This guide will help you promote guests/participants to a "presenter" or "host" in Adobe Connect

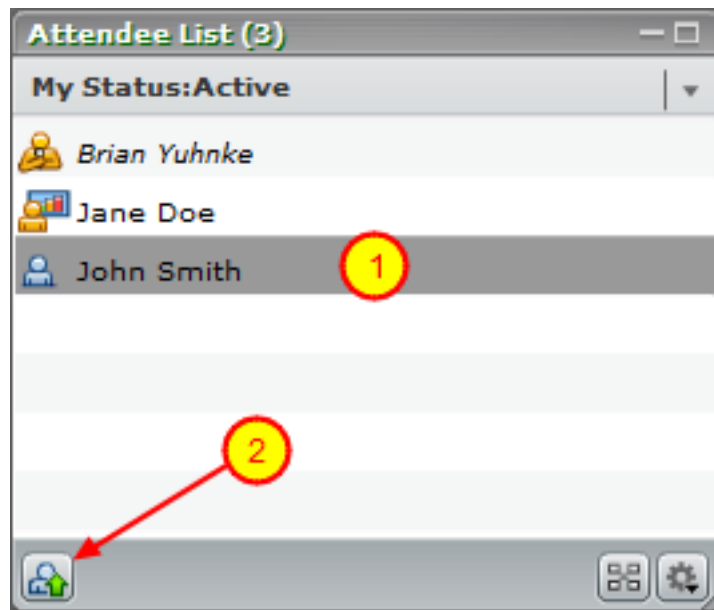
Participants: The Attendee List Pod



Privileges are divided into three categories. Once in a meeting room, a user's role is indicated by the icon next to their name in the "Attendee List" pod

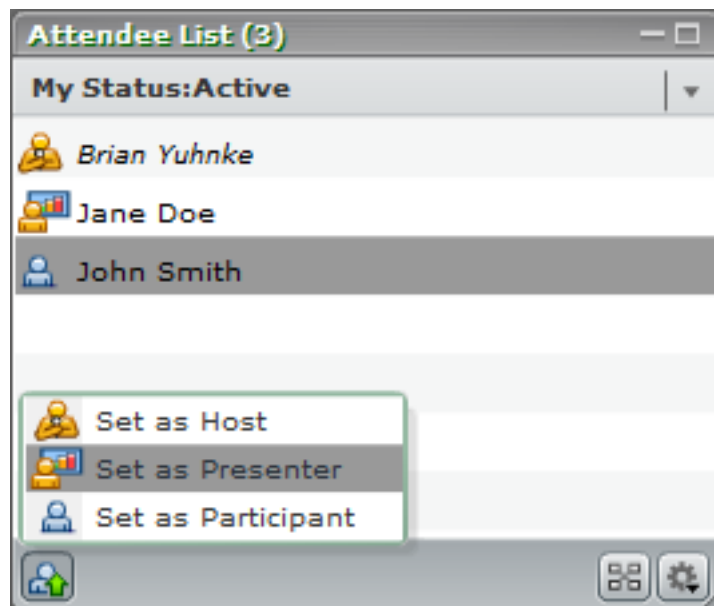
1. **Host** - Has full control of the room
2. **Presenter** - Can run most pods but does not have admin control of the room
3. **Participant** - Can only chat and view presentations.

Select user and Set role



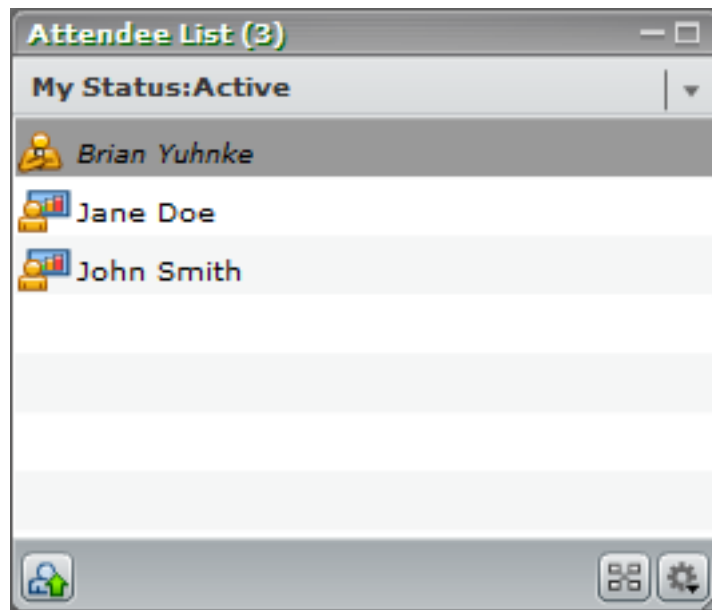
1. Select the user by clicking their name. When selected it will be highlighted in a dark color.
2. Click the "Set User Role" button located in the bottom left corner of the "Attendee List" pod.

Select Role



Select the desired role for the user.

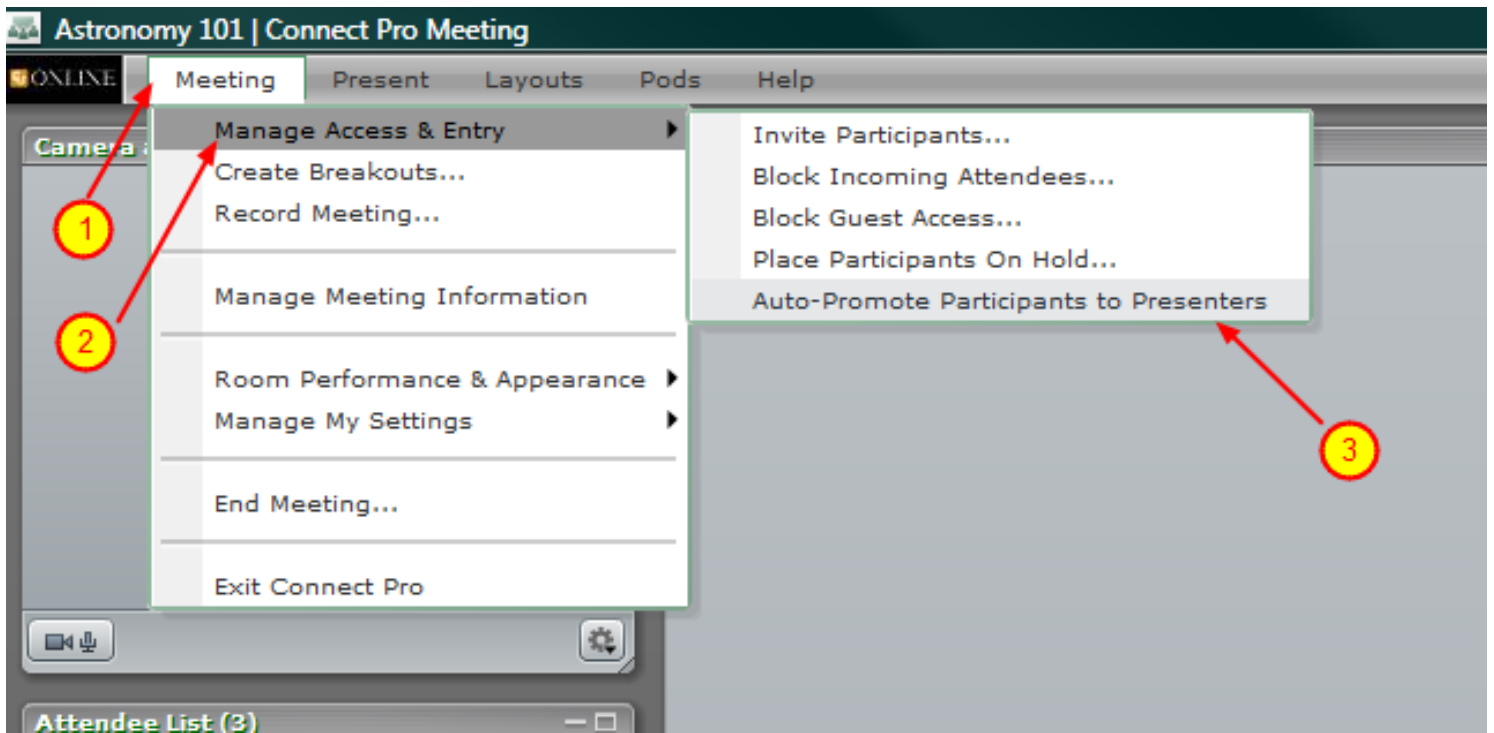
Done!



The users icon will change to represent the desired role you have set. On their end they will now have more or less options on their screen depending if they were promoted or demoted. Users can be promoted or demoted at anytime during the meeting.

****Important**** Do not demote yourself. This will result in a room you will not have access to changing.

Auto Promote to Participant.



You can set a Connect Meeting room to promote Participants automatically to a "Presenter" upon their entry.

1. Click the "Meeting Tab at the top left of the meeting room.
2. Select "Manage Access & Entry"
3. Select "Auto-Promote Participants to Presenters"

This setting can be applied or disabled at anytime during a meeting. It will only affect incoming participants.