

Add, Change or Hide Meeting Pods


Concept

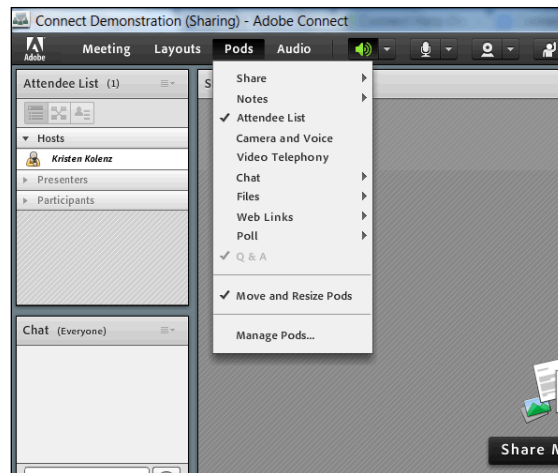
Hosts can show, hide, add, delete, rearrange, and organize pods. More than one instance of a pod (except the Attendee List and Camera and Voice pods) can be displayed in a meeting at the same time. This topic will explain how to alter the pods that appear in a meeting room.

Procedure

Use these directions to use and manipulate the pods in Adobe Connect.

Begin by logging into *connect.case.edu* with your CWRU Network ID and password, and opening a meeting for which you are a host.

Step	Action
1.	In the meeting window, click the Pods menu. 

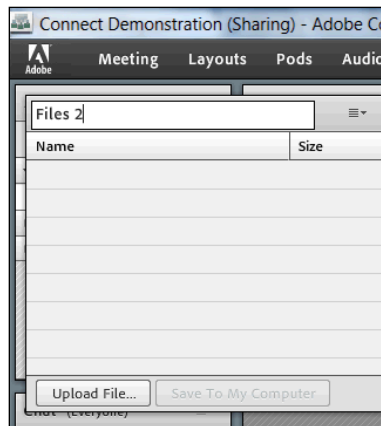



Step	Action
2.	A list of available pods appears. Items with a checkmark to their left are already open. Items without a checkmark are closed. Items with arrows on their right have additional options. Place your mouse cursor over the item to see its options.

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
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Step	Action
3.	To add a pod to the layout, click on its name in the Pods menu. If the pod name has an arrow on its right, it has additional options that will appear and give you the option to activate an existing pod or create a new one. Select an option to make the pod appear in the meeting room. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 10px;">Add New File Share</div>



Step	Action
4.	A new pod appears. You can change the name of the pod by double-clicking on its title with your left mouse button and typing the desired text.
5.	To move a pod, click on the area near its title and drag it to the area on the screen where you want it to go. To resize the pod, hover your mouse cursor over one of its corners and drag the pod to the desired size.
6.	To make the pod the same size as the meeting room, click the Pod Options button. 
7.	Click the Maximize list item. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Maximize</div>
8.	To return the pod to its regular size, return to the Pod Options menu and click the Restore list item. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Restore</div>
9.	To hide a pod, click on the Pod Options menu and click the Hide list item. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Hide</div>
10.	To activate a pod after it's been hidden, click the Pods menu. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px; background-color: #333; color: white;">Pods</div>

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Step	Action
11.	Locate the list item or menu for the pod you need to reactivate and click on it.
12.	To see more options for using a pod, click the Pod Options button. 
13.	This completes the process of adding, changing and hiding meeting pods. End of Procedure.