How to Control Participant Rights
Adobe Acrobat Connect Pro

**Step 1:** From the attendee list, Click on the name of the participant whose rights you wish to control.

The name is highlighted when selected, as shown in the image to the right.

**Step 2:** After the participants name is selected, Click on Pod Options in the lower, right corner.

Select Change Enhanced Participant Rights at the top of the menu displayed. (Illustrated in red in the image to the right)

**Step 3:** An Enhanced Participant Rights dialog box opens, as shown in the image to the right.

Select “rights” for the participant by clicking in the box to the left of the rights listed in the dialog box. Click OK. (Illustrated in red in the image to the right)

Note: Participants will not have “rights” to do anything unless they are given here. Also, this does not give a participant Host or Presenter rights.
Controlling Rights (cont’d)

Step 4: Also, control Microphone Rights of participant by hovering your cursor over their name to display the menu to the right.

Click the microphone button to “Grant or Revoke” Microphone Rights.

Step 5: To change the “role” of a meeting attendee, Click on the name of the attendee to highlight it.

Click on the button in the lower, left-hand corner to select the appropriate role.

(illustrated in the image to the right)

Participant Permissions Info

Participant: Participants can view the content that the presenter is sharing, hear and see the presenter’s audio and video broadcast, and use text chat.

Presenter: Presenters can share content already loaded into the meeting room from the library and share content from their computer, including Adobe® Presenter presentations (PPT files), Flash® application files (SWF files), images (JPEG files), and FLV files. They can share their screen with all attendees, chat, and broadcast live audio and video.

Host: Hosts can set up a meeting, invite guests, add content to the library, share content, and add or edit layouts in a meeting room. They can promote other participants to the role of meeting room host or presenter, or give enhanced permissions to a participant without promoting the participant. Hosts are able to create and manage small group breakout rooms within a meeting. They can also perform all the tasks both a presenter or participant can.