



Frequently Asked Questions about the Adobe Connect Web Conferencing Service

A new web conferencing service (Adobe Connect) will soon be available to all Minnesota State students, faculty and staff summer 2017.

Q: Who/how can I create meetings?

A: Any current student, faculty, or staff member can use their Star ID to login and utilize the service. Any student, faculty, or staff member can create an online meeting to collaborate with others for Minnesota State affairs.

Q: What tools and features are available with Adobe Connect?

A: Adobe Connect is a feature rich web conferencing service that allows participants to use a variety of built-in and add-on tools. Some of these are included below:

- Audio (microphone or telephone)
- Video (web camera)
- Screen, application, document sharing
- Recordings (provide a link or download a MP4)
- Chat
- Polling
- Breakout Rooms
- Video share (YouTube or Kaltura)
- File transfer
- Persistent meeting room location

Q: How many participants can be in one meeting room?

A: Each meeting room allows for a total of 100 participants (including the host). The Adobe Connect service will allow 1500 individuals using the service at the same time.

Q: Can I have meeting participants divide into separate rooms?

A: Yes, Adobe Connect provides a feature called “breakout rooms,” which allows a host to divide groups of participants into their own meeting rooms and return to a single meeting room at any time.

Q: Can I record my meetings?

A: Yes, as the host of a meeting, you can select to record your meeting and provide visitors access to this recording via a hyperlink. The Minnesota State contract for Adobe Connect allows for unlimited storage of any meeting recordings. Meeting hosts can also download and archive recorded meeting as an MP4 to be hosted on a media hosting service, like Kaltura MediaSpace, which allows for closed captioning.

Q: Is there a cost to use this service?

A: Minnesota State has secured funding for this service from May 22, 2017 through May 22, 2020. There is no direct cost for campuses or individual students, faculty, or staff using this service for Minnesota State activities. Utilization and continuation of this service beyond May 2020 will be assessed in the spring of 2019.

Q: My campus uses a different web conferencing service, do I have to use Adobe Connect?

A: A few campuses will continue to utilize their own, preferred web conferencing solution. The web conferencing service through Adobe Connect is available to all Minnesota State students, faculty, and staff.

Q: Can individuals outside of Minnesota State attend online meetings?

A: Yes, when a host creates a meeting room, she/he can decide to provide participants a link to the meeting location. Participants will not need to use a username and password to join a meeting.