

## Roles and Permissions

*Roles and Permissions are used within Adobe Connect rooms to define an individual's access and authority within the meeting room.*

There are 3 different roles within Adobe Connect **Host**, **Presenter**, and **Participant**.

- **Host:** The host has complete control over the room, the ability to start audio, edit the room preferences, add pods and content, add and change layouts, and participant control.
- **Presenter:** This is a medium level of control. Presenters can share content and webcam, and move pods around, however they are unable to add a new pod, change the layout, or control the participants. A presenter cannot start or stop audio, or end the meeting. [Both Hosts and Presenters are able to see the Presenter Only Area, if it is enabled \*See presenter only area document for more details]
- **Participant:** This role has no control over the room, they are able to watch, and listen. They have access to things in the room such as chatting, Q&A, and answering polls. They cannot share webcam unless given permission by the host.

### Changing Roles

- As the host, if you would like to change a user's role, to promote them to either a presenter or a cohost, you can "drag" their name from the participant field of the attendee pod, and "drop" it into the presenter or host section or Click their name followed by Make Host, Presenter or Participant.
- You are able to change your own role this way as well, if you accidentally demote yourself to participant and lose access to the attendee pod, you will always be able to change your role back by selecting the **Meeting** drop down menu, and select **Change My Role**

