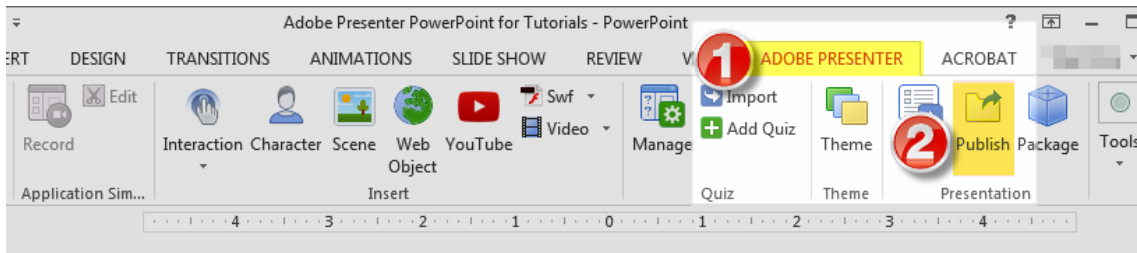


## Publish Adobe Presenter Presentation directly to <http://connect.ucalgary.ca> in PowerPoint

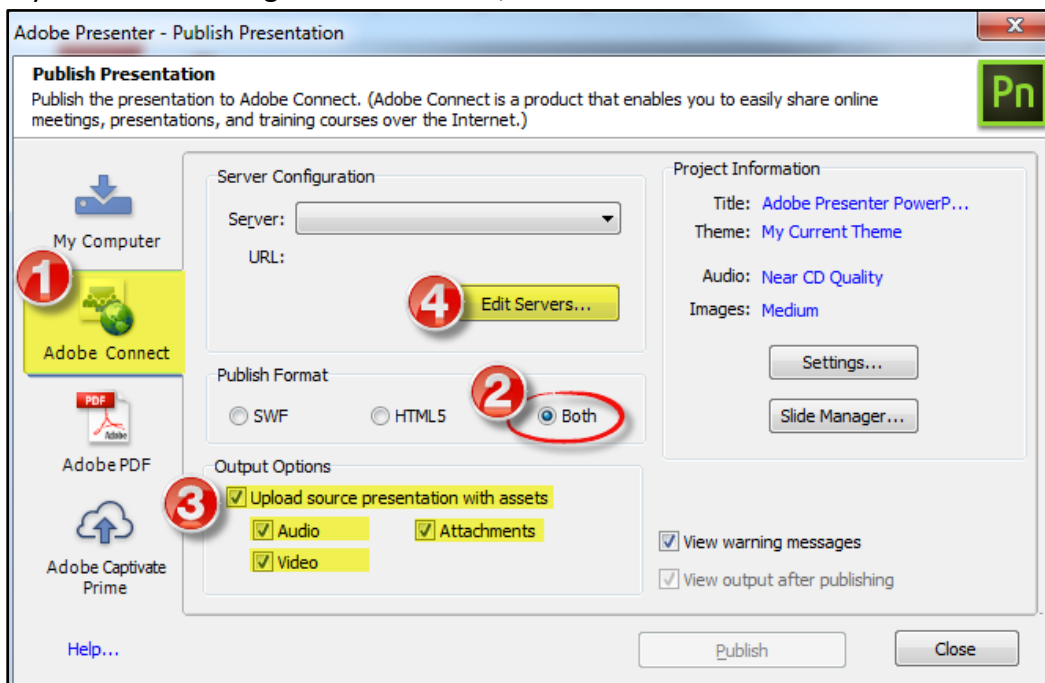
One method to share your Adobe Presenter presentation is to publish the presentation directly to the University of Calgary <http://uconnect.ucalgary.ca> server, then share the link with others. Follow the steps below to publish your presentation using this method:

**NOTE:** Save PowerPoint presentation in .ppt or .pptx format before you publish

- A. In the PowerPoint presentation taskbar, click **Adobe Presenter**. In the Adobe Presenter ribbon, select **Publish**.

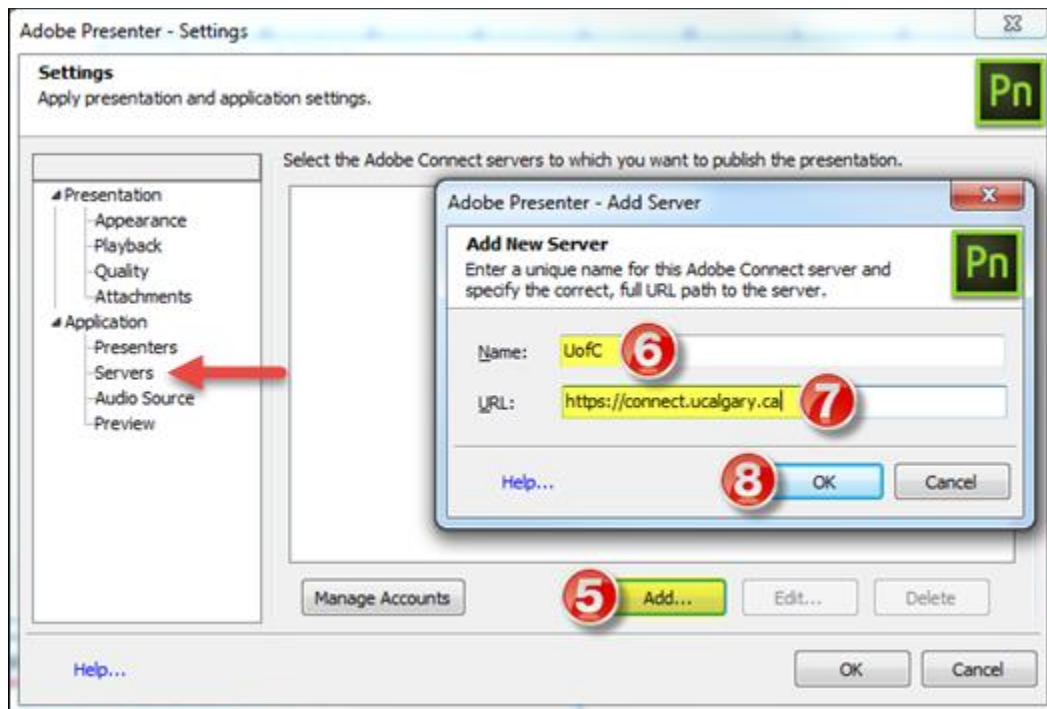


- B. The first step is to configure the Adobe Presenter settings for publication as follows:
1. Click on the **Adobe Connect** tab
  2. If you are connecting for the first time, click **Edit Servers**

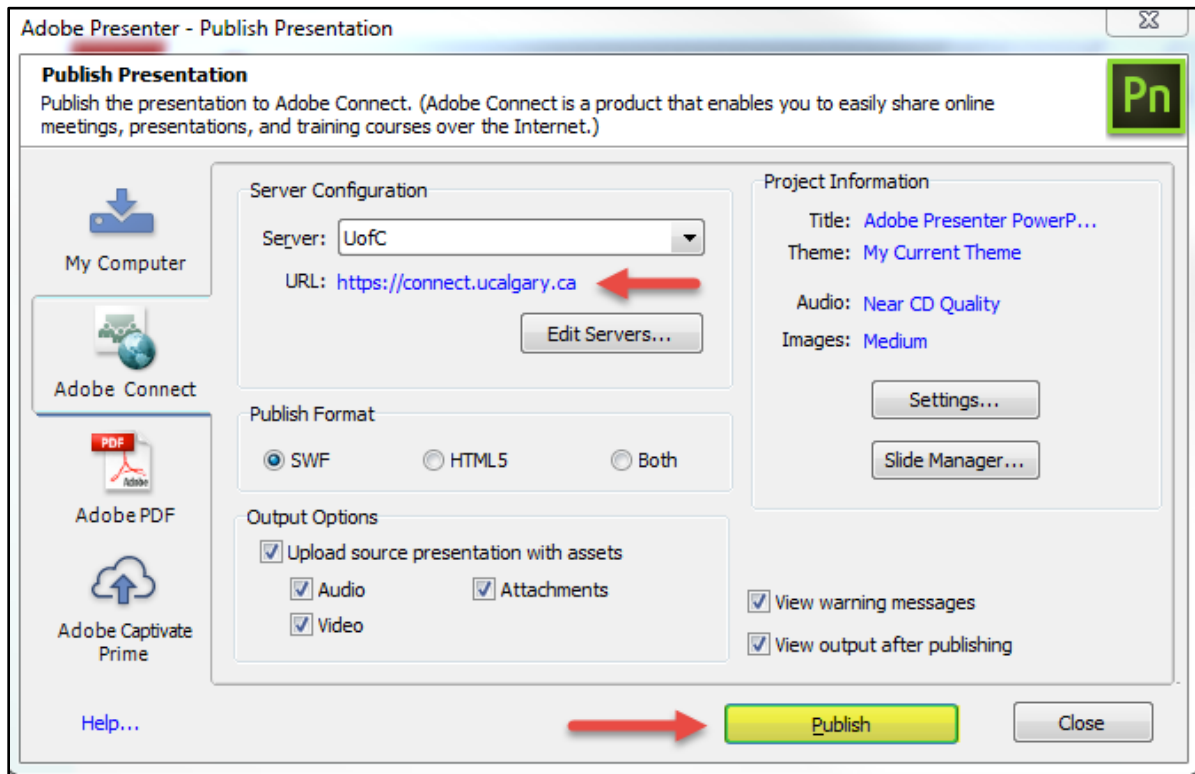


Configure server settings as follows (you will only need to do this the first time you publish):

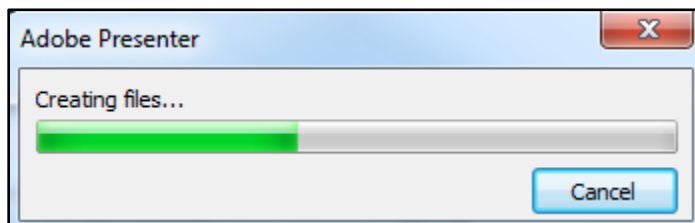
3. Click **Add**
4. In the **Name** field type UofC
5. In the **URL** field, enter the University of Calgary Adobe Connect URL:  
<http://connect.ucalgary.ca>
6. Select **OK** to close the server configuration windows.
7. Select **Both** SWF and HTML5 (this ensures that the presentation displays correctly on mobile devices)
8. Ensure that you select **Upload source presentation with assets** and check **Audio, Attachments, and Video** (this ensures that embedded features display correctly)



- C. Verify that the UofC URL appears in the **Server Configuration** section. Select **Publish**.



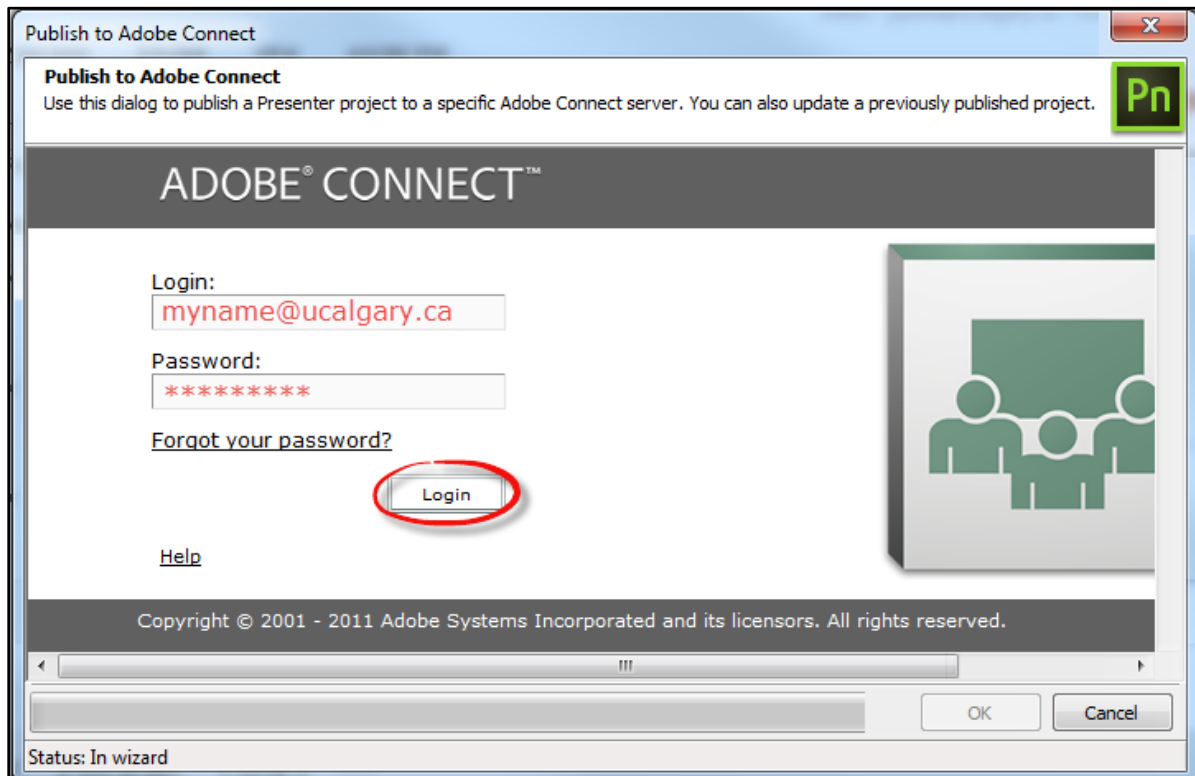
This window will appear, and the process may take a few minutes.



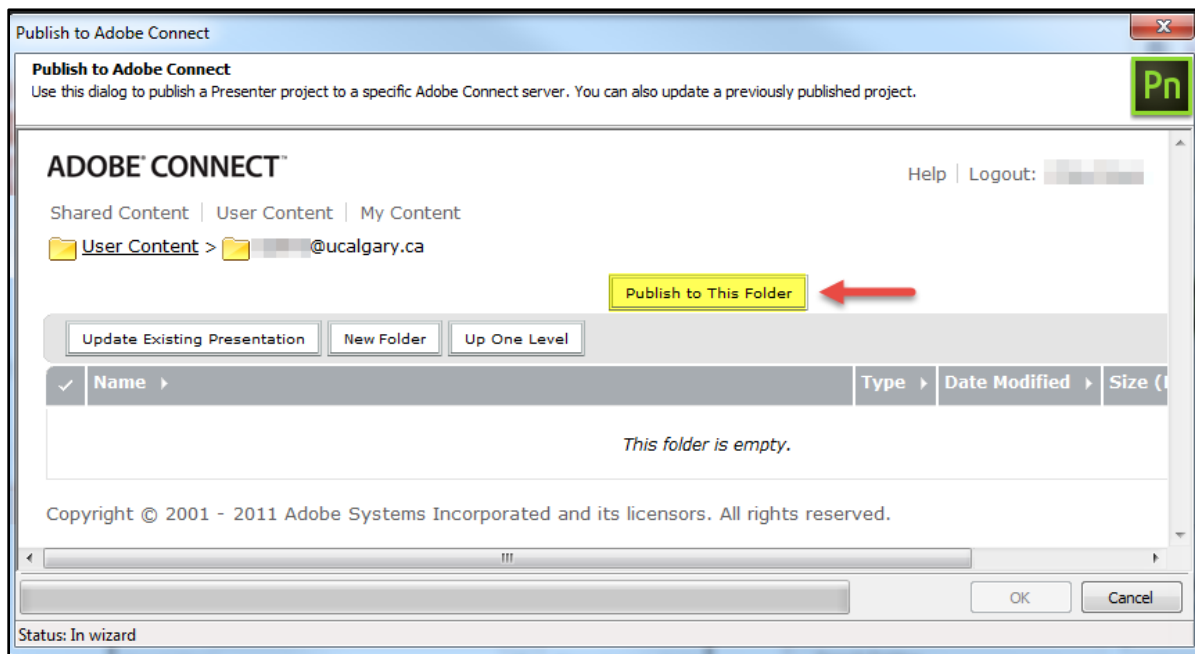
- D. After the files are created, you will be automatically taken to the <https://connect.ualgary.ca> **login** page.

**NOTE:** If you do not have an Adobe Connect Presenter account to access <https://connect.ualgary.ca>, please contact the IT Support Centre here at [itsupport@ualgary.ca](mailto:itsupport@ualgary.ca).

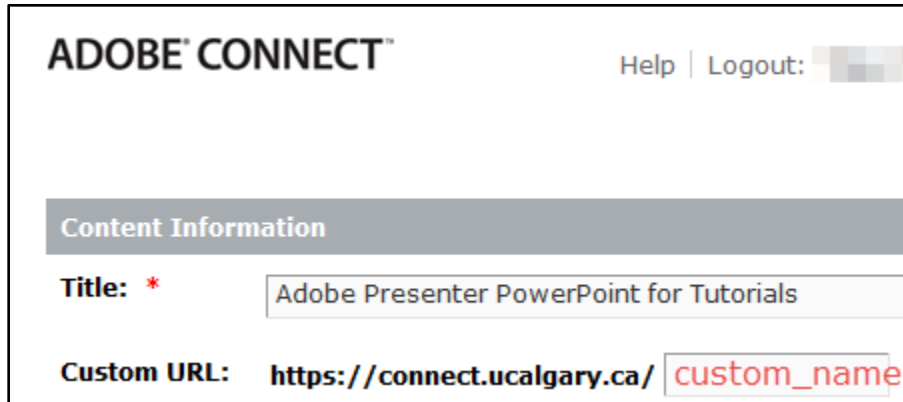
- E. Enter your user name and password. Click **Login**.



- F. Click **Publish to This Folder**



- G. Modify the **Title** if necessary. We recommend that you enter a **Custom URL**. Do not use spaces and avoid special characters.



ADOBE CONNECT™ Help | Logout: [Avatar]

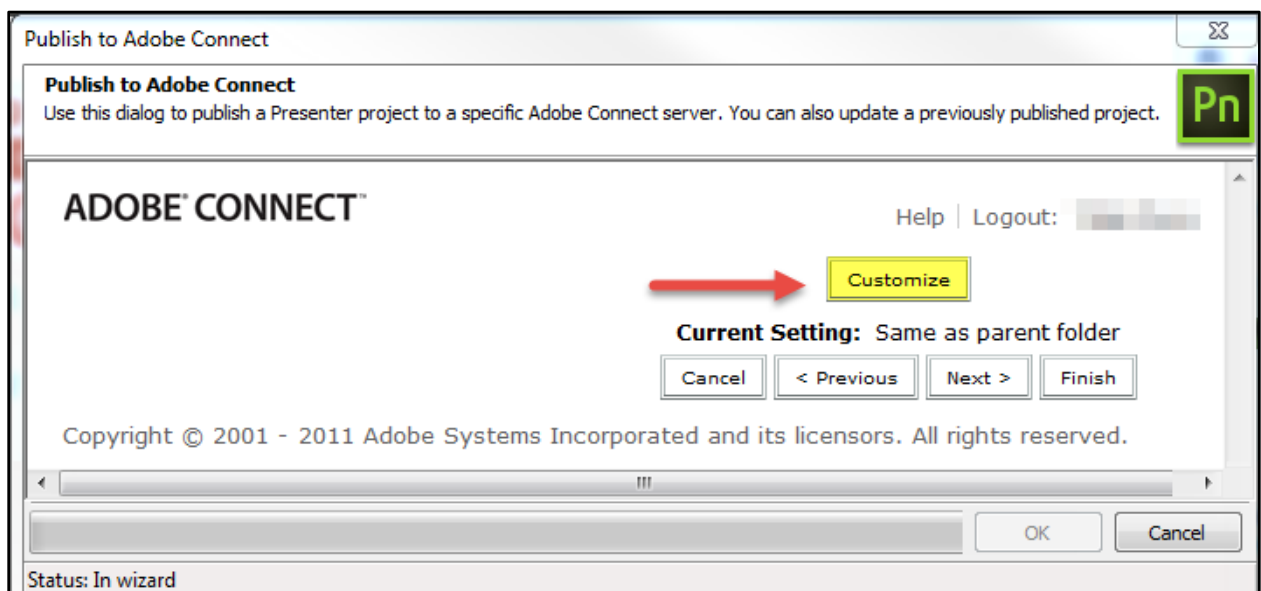
**Content Information**

**Title:** \* Adobe Presenter PowerPoint for Tutorials

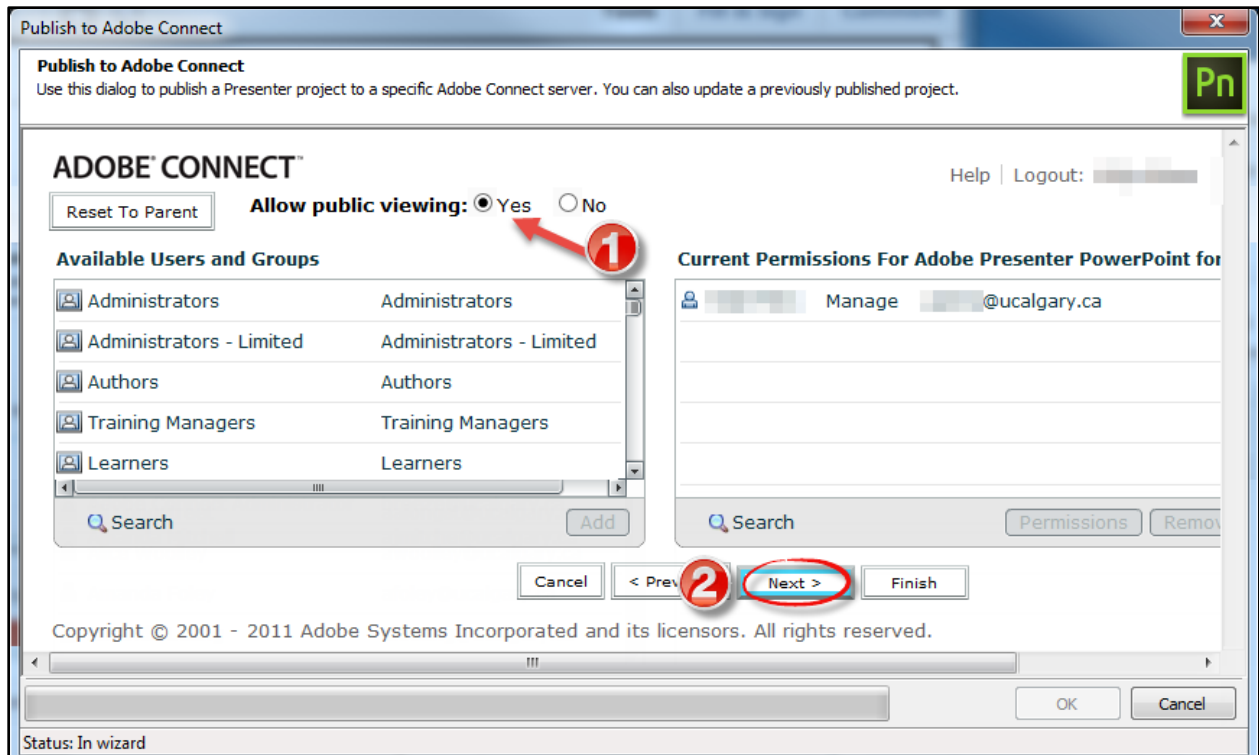
**Custom URL:** https://connect.ucalgary.ca/ custom\_name

Click **Next**.

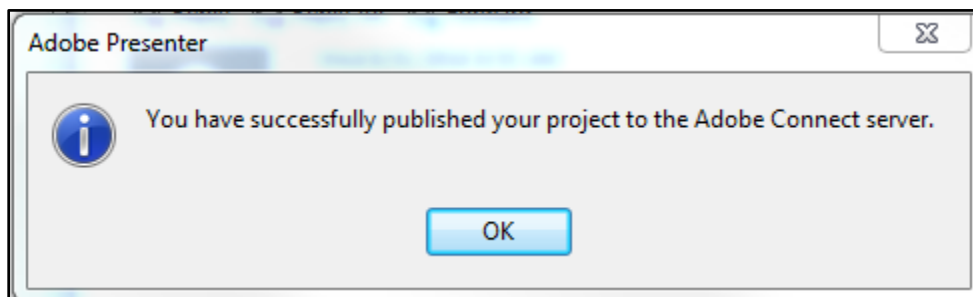
- H. To allow others to view your presentation, select **Customize**.



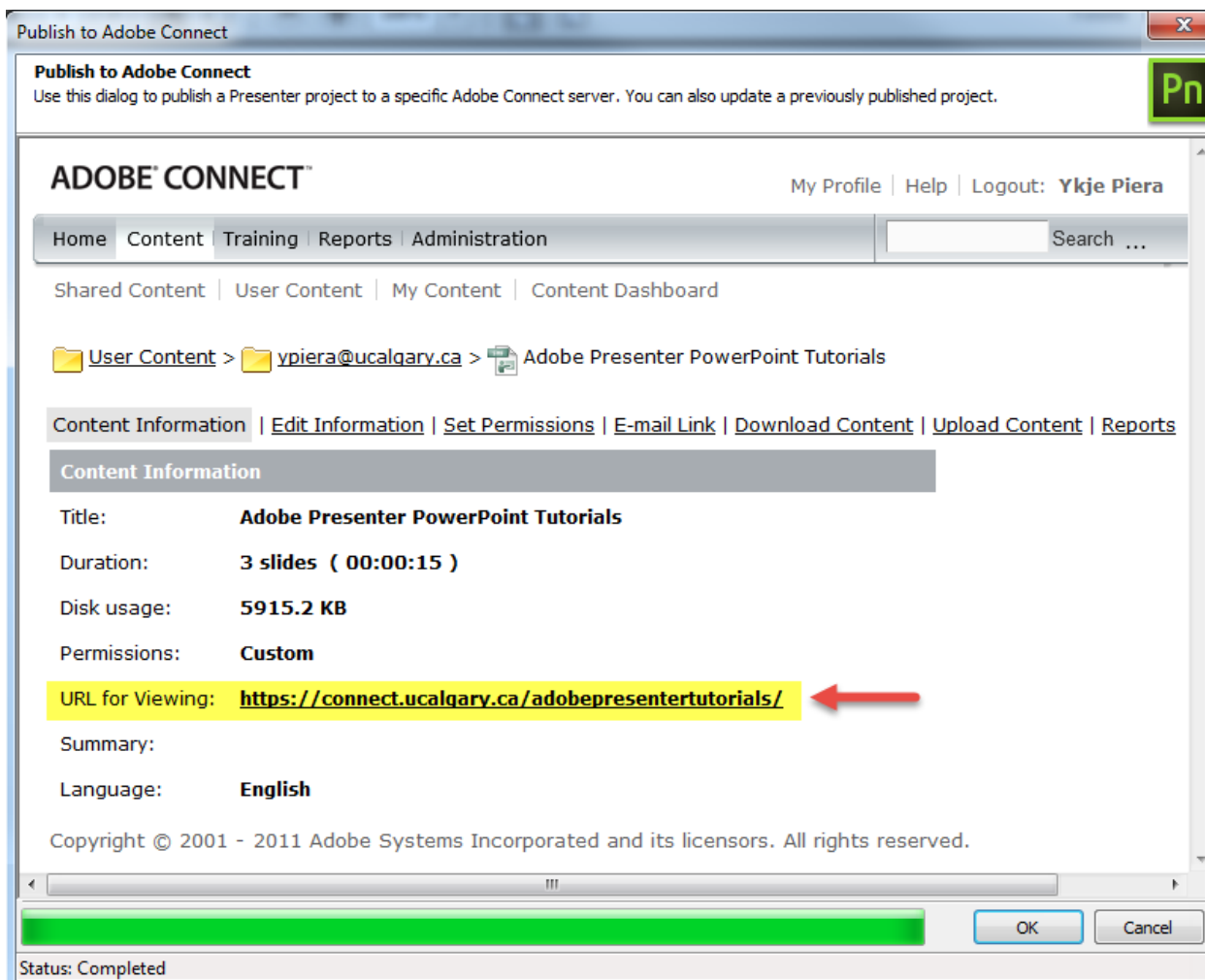
- I. Select **Yes** in the **Allow Public Viewing** option. Click **Next**.



The green status bar at the bottom of the page will show the progress as the presentation is being published. After the presentation has been uploaded and published (may take a minute), you will see the following message. Click **OK**.



- I. Copy the **URL for Viewing** to the presentation.



Click **OK** to close the Adobe Connect window. Distribute the presentation URL to your audience.