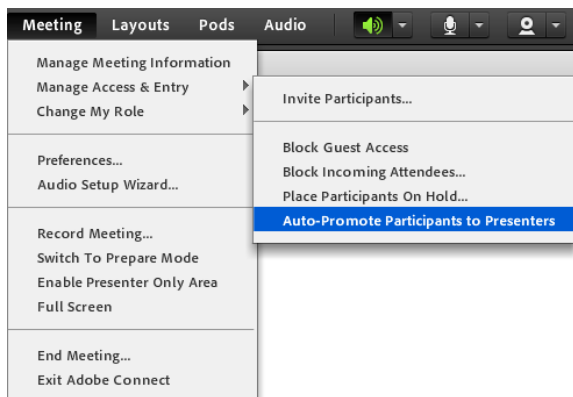
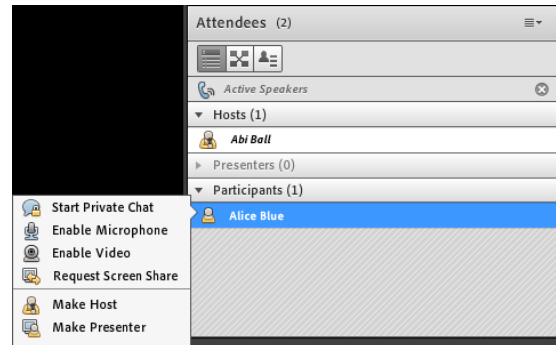


## How to assign roles in an Adobe Connect room

If you are the designated host in an Adobe Connect room you can allocate roles to different users using the Attendees pod or the Meeting menu.

To promote a single user click on the individual's name in the **Attendees pod** and choose **Make Host** or **Make Presenter** from the dropdown menu.

The user will then move from the Participants section to either the Presenters or Hosts section depending on your choice.



To promote all of the participants click on **Meeting** in the black bar at the top of the screen.

Then choose **Manage Access & Entry** and then **Auto-Promote Participants to Presenters** from the dropdown menu.

You will not be able to auto-promote participants or presenters to hosts. This has to be done on an individual basis.

If you have promoted any presenters or participants to hosts and you (as the designated host) decide to leave the room, all of the roles will revert back to their original status.