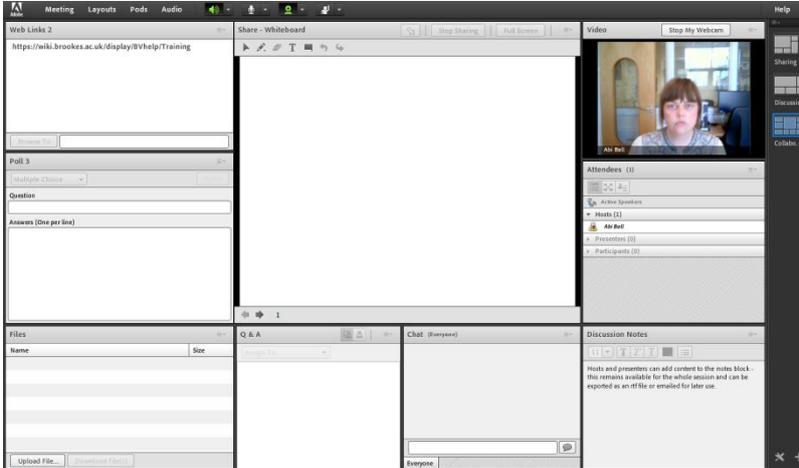


## Managing pods

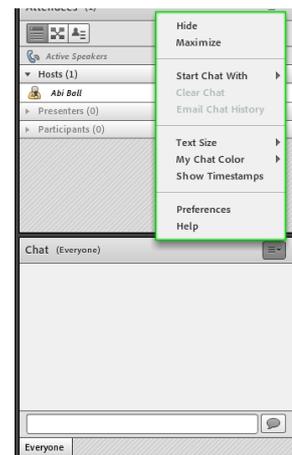
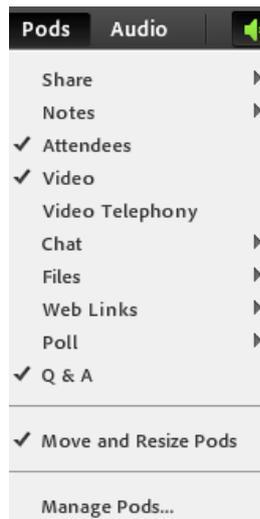
Pods are panels that can be added to your Adobe Connect room to facilitate communication. The first thing you need to think about when using an Adobe Connect room is what is the purpose of the room?



You should make the room as simple as possible and only load the pods that you are going to use. As you can see from this example it is possible to fill the screen with all of the pods which does make the room quite cluttered and difficult to navigate for hosts, presenters and participants alike.

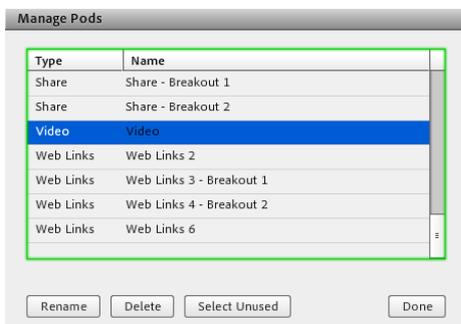
The pods are added from the **Pods** menu which is only available to hosts. Hosts can add more than one instance of a pod to a room with the exception of the attendees and video pods.

To add a new pod, choose the type of pod you want to create and then click on **Add new x** from the pop out menu. Give your pod a name and then fill in the relevant fields. New pods will then appear on the relevant pop out menu in alphabetical (or numerical) order.



A pod can be moved around the room by clicking in the title bar and dragging it to a new location. Guide lines will appear to help you relocate the pod.

Pods can be resized by hovering over the edges (or corners) until a double headed arrow appears which you then click and drag until the pod reaches the appropriate size.



To hide a pod simply click on the **Options** menu in the top right of it and choose **Hide** from the drop down menu. To show it again select it from the Pods menu.

### Manage Pods

The **Manage Pods...** menu allows you to **Delete** or **Rename** your pods. You can also **Select Unused** pods (to make deleting them easier). Click on the **Done** button to complete the process.