Set up a meeting using Adobe Connect

Step-by-Step Instructions
(15 in total ~ estimated time 5 minutes)

1. The first step is to log in to the Adobe Connect software using your Adobe ID and password.

2. Once you log in you will be redirected to the main dashboard. At the top you will see a label that says "Create New." Select the option entitled "Meetings."

   Note: You will now see a form that you will fill out with the meeting information (Steps 3 - 9)

3. Enter the name of your meeting.

4. Custom URL can be left blank if you don't mind the URL being auto generated - or you can give the link a specific name.

5. Summary is also not required, but can be utilized to give a brief description of your event.

6. For the start time and the duration, these are simply meant to provide your attendees with the time you intend on starting your meeting and how long you expect it to be.

   Note: If you are running late or run over time, the system won't start without you or cut you off.

7. You can leave "Select Template" as is - that is a complex feature not typically needed for a general meeting.

8. The default language is set to English, but you can select another language if that is your preference.

9. There are three levels of security for "Access" to select from.

   Option 1: The highest level of security - it will only allow people with Adobe registered accounts to attend.

   Option 2: The default option is secure - only allowing registered accounts and accepted guests.

   Option 3: No privacy settings - anyone with the URL can enter the meeting.

10. For the purpose of this tutorial we will keep the default setting for audio options. Skip to the bottom and click "Next."

Note: Now we are at the stage where we begin to invite participants to our meeting.

11. Click on the user(s) you'd like to participate in the meeting and add each one individually by clicking their name and then the "Add" button.

12. Once you've added users, you need to set what we call their permissions. You select their name from the right side and then click "Set User Role."

    There are four different roles to choose from:

    Option 1: (Participant) This is the default permission - it allows people to simply attend the meeting.

    Option 2: (Presenter) This gives the user a higher level of functionality in the meeting. For example, the host can set the meeting allowing only presenters to talk.

    Option 3: (Host) This gives the user governing control of the meeting.

    Option 4: (Denied) This prohibits the user from actions such as participating in a poll, or speaking.

13. The participants and roles aren't finalized; they can be changed at any point before or during the meeting. Once you are satisfied with the set roles of your participants, click "Next."

Note: The page you now see allows you to send emails out to your attendees.

14. You can choose to send the email to all attendees or limit the email to a certain role such as Hosts, Presenters, or Participants. Once you press "Finish," your attendees will receive an email with the specifics of your meeting, such as when, where, and who will be presenting.

15. Your attendees will RSVP to the email and you will be notified. At the time of the event you simply need to login to the Adobe Connect software, click on the "Meetings" tab, click on the name of your meeting, and finally click on "Enter Meeting."