Creating a meeting in Adobe Connect

1. Go to adobeconnect.oit.ohio.edu
2. Log in using your ohio.edu ID and password, you will be logged into your homepage
3. Click on Create New: Meeting
4. Insert name, custom URL, summary (optional), start time, duration, template (default is the “meeting” template. Under access, the default is Anyone who has the URL can enter the meeting room (you will be sending invitations via Adobe Connect, or you can copy the URL and email it to participants). Settings under Audio Conference will not be changed.
5. Click Next
6. Select participants, search directory by name for participants, select participant/s by clicking on their name, then click add.
7. In Current Participants area, click on participant’s name to set User Role as a Participant, Presenter, Host or Denied. You are also able to remove participants by selecting their names and clicking Remove.

8. Click Next

9. Send Invitations (Note: Test Link may not work, so open the room an hour or half hour before the meeting begins so that participants can check the link and this also gives you time to troubleshoot)

10. Click Finish
11. After clicking finish, you will be taken to the Meeting Information page which gives you details about the meeting. You can copy the URL here and email it to participants from a different email client.

12. On this page, you can also edit information about the meeting and edit participants, send out invitations had you added more participants, see previously uploaded content, view and edit previous recordings, and check reports.

13. This room can be used multiple times, beginning from the start date and time. You do not need to create a new room each time you have a meeting if it’s for the same purpose; the start time and date entered in Step 5 is used to inform participants of the start time and date.