Creating an Adobe Connect meeting room and scheduling meetings

With Adobe Connect, you can connect instantly with faculty or students anywhere, any time, and you can conduct online presentations to a geographically dispersed audience. Adobe Connect lets you expand your lecture audience to anyone with an Internet connection and a web browser.

An Adobe Connect meeting is an online meeting or class in which a presenter can show slides or multimedia presentations, share screens and documents, chat, and broadcast live video. A meeting takes place in an Adobe Connect meeting room. All meeting rooms are created in a directory of folders called the Meetings library. This is available from the Meetings tab after you log in to Adobe Connect. The meeting room is created automatically when you schedule a new meeting. However, when the meeting is over, the meeting room, along with any content you've added there, stays in the Meetings library. You can re-enter the Adobe Connect meeting room and schedule future meetings in the same room. Adobe Connect also allows you to password protect each meeting room using a unique passcode to control access by other meeting hosts and participants.

If you have Microsoft Outlook installed, you can download and install the Adobe Connect Add-In for Microsoft Outlook for easier scheduling and integration with your outlook calendar. The Adobe Connect Add-in for Outlook lets you initiate meetings at the click of a button and schedule meetings using your Outlook calendar.

Creating a new meeting room

To create a new meeting room, log in to your Adobe Connect account and locate the New Meetings button on the Meetings tab.

To create a new meeting room:

1. Log in to your Adobe Connect account and click the Meetings tab (**Figure 1**).

    The Meetings tab displays a list of your existing meeting rooms (**Figure 2**). You can organize your meetings further into related subfolders.

    From here you organize meetings, add and delete meetings, or make changes.
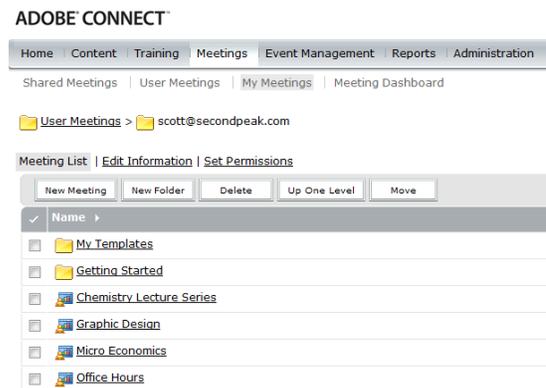

Figure 1 Meetings tab

Figure 2 Meeting rooms and folders

2. Click New Meeting.

Creating a new meeting room is a multi-step process. The first step is to enter information about the meeting that will occur there **(Figure 3)**.

3. Complete the Meeting Information form.

Note: You can elect to invite participants or open the class to anyone who has the web address and feels like dropping in.

4. Select Only Registered Users And Accepted Guests May Enter The Room.

You can enter the information for an audio conference if you plan to use an audio provider. If you choose not to include an audio conference, you can use the built-in VoIP audio to speak with other attendees. The default option is Do Not Include Any Audio With This Meeting.

5. Click Next.

The next step is to select participants. At first, you are the only participant.

6. To add participants, select users or groups in the left pane, and click the Add button **(Figure 4)**. You can select multiple users by holding down the Ctrl key as you select them.

The next step is to define each user as a participant, a presenter, or the host.

7. Select the name of a user in the right pane, click the Permissions button, and select a permission level from the pop-up menu **(Figure 5)**.

8. Set permission levels for the remaining users.

Figure 3 Meeting Information form
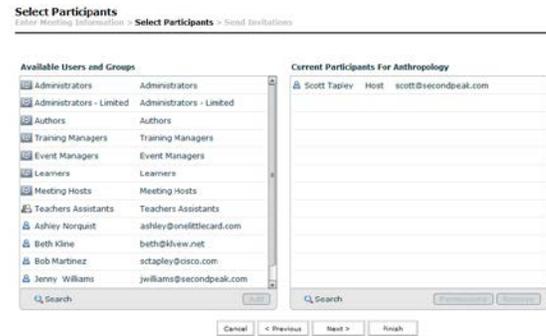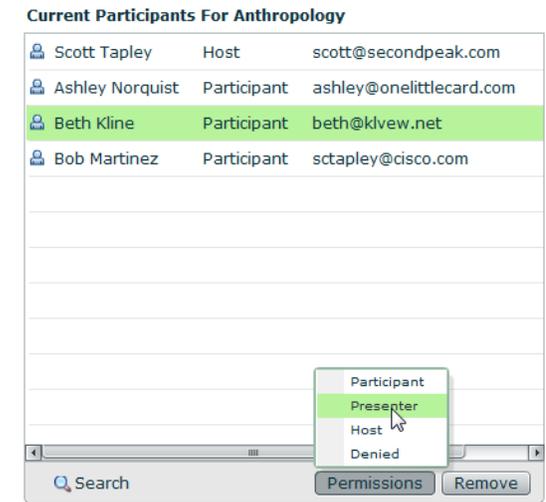

Figure 4 Selecting participants

Figure 5 Selecting permissions for each invitee

9. Click Next.

The next step is to send invitations to participants or presenters. Adobe Connect automatically creates a brief invitation for e-mailing to selected users or user groups. The invitation includes course title, course information, start and end times, and a link to the course online **(Figure 6)**.

10. Select All Hosts, Presenters And Participants in the To field **(Figure 7)**.

11. Type a subject for the e-mail invitation in the Subject field.

The message body is entered automatically and includes a link to the class or meeting. You can customize this message as desired.

12. Click Finish.

You are shown a summary of the meeting information **(Figure 8)**.

This screen includes several links you can use to edit the meeting or class information, add or remove participants, send additional invitations, preload content for the meeting, view recorded meetings, and view meeting reports. You can click the Enter Meeting Room button to enter the meeting room.
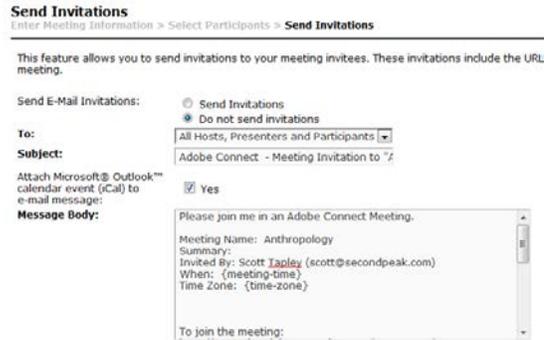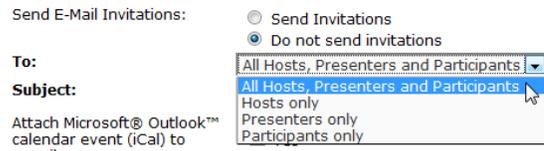

Figure 6 Preparing invitations

Figure 7 Selecting who will receive an invitation
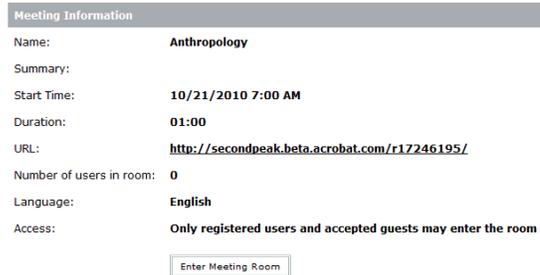

Figure 8 Meeting summary information

Entering the Adobe Connect meeting room

You can enter the meeting room at any time—before, during, or after the meeting. This allows you to test your computer system, set up the meeting room, and add content such as presentations and videos before class.

To enter the Adobe Connect meeting room:

1. Log in to your Adobe Connect account. Click the Meetings tab, click the title of a meeting, and click Enter Meeting Room **(Figure 9)**.

   Note: If you have previously started and ended a meeting in this meeting room, you are asked to Start the meeting. If prompted, click Start Meeting to reenter the meeting room.

   The meeting room is organized into smaller windows, called *pods*. By default, pods are organized into layouts that best suit the task at hand **(Figure 10)**.

   You can select from three main layouts: Sharing, Discussion, and Collaboration. Use the Layouts menu to change layouts. The arrangement changes, with different pods visible, depending on which layout you select.

   By default, the new meeting room opens in the Sharing layout, with one empty Share pod. You can use the Share pod to broadcast your computer screen to other participants and to share documents from your computer or the Content library. You can also use this area to display a whiteboard.

   You can access additional options for controlling pods and their contents by clicking the icons in the upper-right corner of the pod **(Figure 11)**.

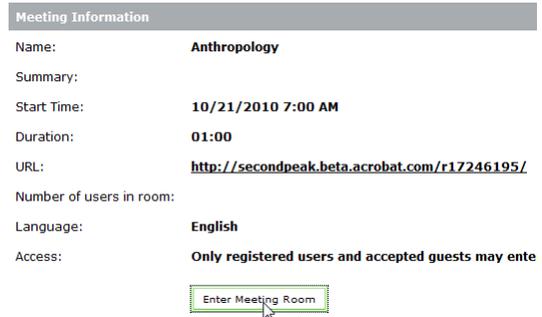2. Take a moment to get familiar with the meeting room window.

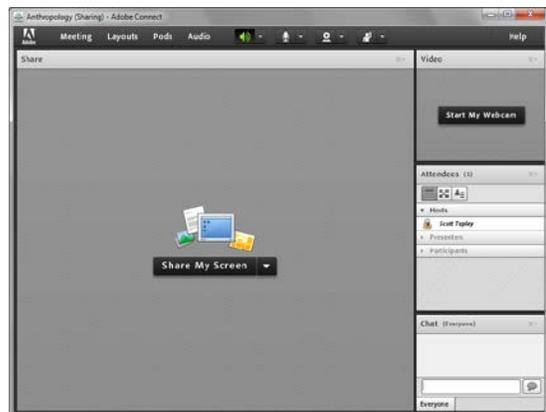**Figure 9** Enter Meeting Room button
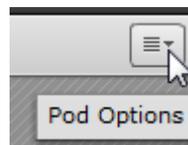

Figure 10 Meeting room window

Figure 11 Pod Options menu

Preparing your meeting room for online classes or collaborative teaching

Now that you've created the meeting room and scheduled your first meeting, you want to ensure that your computer, participants, and content are all prepared for an Adobe Connect meeting. You should take some time to set up and test things, such as your Internet connection or camera and microphone (if you intend to use them). You should also make sure your students have the necessary computer equipment and class materials to participate successfully. Finally, it's a good idea to preload and test any content files you plan to use during the meeting. Any content you add to the meeting room will be saved automatically in your Meetings library. You can use such content during any meeting that takes place in your new meeting room.

For more information about preparing for a meeting, see the step-by-step guide *Setting up for Adobe Connect meetings.*

Inviting additional participants from within the meeting room

When you first schedule an Adobe Connect meeting, you have the opportunity to invite participants. You can also log in to Adobe Connect and invite additional participants from within Connect Central. A third option is to enter the meeting room, click the Meeting menu, and choose Manage Access & Entry > Invite Participants to send an invitation by using your default e-mail program, such as Microsoft Outlook.

To invite additional participants:

1. Enter the meeting room.

2. Click the Meeting menu, click Manage Access & Entry, and click Invite Participants (**Figure 12**).

   A link to the meeting is entered automatically (**Figure 13**).

3. Click Compose E-mail.

   Your e-mail program starts and a new mail message is created automatically.

4. Enter the addresses for the participants you wish to invite, and send the message.

   Note: You may need to open your e-mail program and click Send And Receive, or a similar command, to finish sending the e-mail.

   When an invitee attempts to join the meeting, the host may be prompted to accept or decline the request (**Figure 14**). This prompt only appears if the option "Only Registered Users And Accepted Guests May Enter The Room" was selected when the meeting room was created.

   You can click Allow Everyone or Deny Everyone. You can also use the check mark or X beside each participant's name to accept to deny each person individually.

5. Click the check mark beside a guests name to accept them into the meeting room.

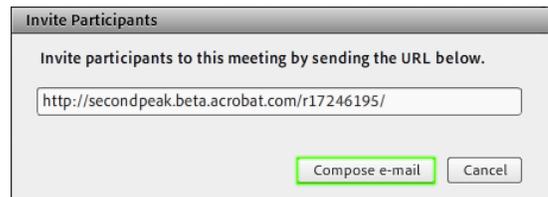**Figure 12** Inviting meeting participants

Figure 13 Link to the meeting

Figure 14 Request to enter the meeting room

Using Adobe Connect Passcode Protection to control who can access a meeting room

Some meeting rooms may contain sensitive content. For example, you may have a meeting room used specifically for staff meetings; or students may use a persistent meeting room to collaborate on secret group projects.

Adobe Connect administrators can enable Passcode Protection for meeting rooms. Adobe Connect hosts can then control meeting access by setting a room-specific passcode.

To enable Passcode Protection for meeting rooms (Adobe Connect administrators only):

1. Log in to your Adobe Connect account and click the Administration tab.

2. Click Users And Groups.

3. Click Edit Login And Password Policies and scroll to the bottom of the form to locate the Room Passcode settings (**Figure 15**).

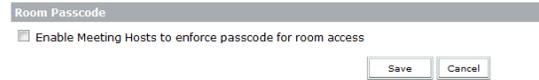4. Select Enable Meeting Hosts To Enforce Passcode For Room Access, and click Save.

Figure 15 Room Passcode settings

To passcode protect a meeting room:

1. Log in to your Adobe Connect account and do one of the following:

    *   To password protect an existing meeting room, click the Meetings tab, select a meeting title, and click Edit Information to open the Meeting Information form.

    *   To begin a new meeting, click the Meetings tab and click New Meeting to open the Meeting Information form.
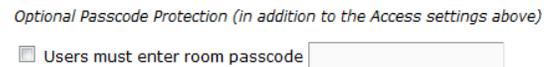
    The Access section in the form includes the Passcode Protection option (**Figure 16**).

2. Select Users Must Enter Room Passcode.

3. Enter a passcode, scroll to the bottom of the form, and click Save.
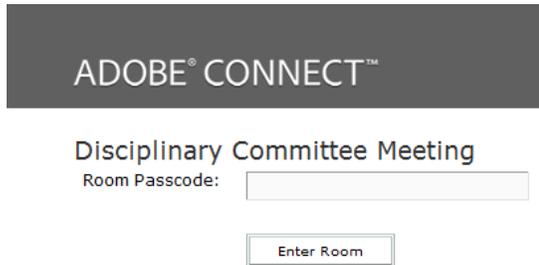
4. Click Enter Meeting Room.

    You are prompted to enter the meeting room passcode (**Figure 17**).

    Note: You must enter the passcode that was set specifically for the meeting room, not your Adobe Account login password.

5. Enter the passcode in the Room Passcode field and click Enter Room.

    Note: The meeting host can change the password at any time by using the Meeting Information form in Connect Central.

Figure 16 Passcode Protection option

Figure 17 Room Passcode field

Installing and using the Adobe Connect Add-In for Microsoft Outlook

The Adobe Connect Add-In for Microsoft Outlook lets you initiate meetings at the click of a button and schedule meetings using your Outlook calendar.

To download and install the Add-In for Microsoft Outlook:

1. Log in to your Adobe Connect account and click the Home tab.

2. Click the Resources tab.

3. In the Getting Started section of the Resources tab, click Open **(Figure 18)**.

   The Getting Started resources page opens in a new browser window.

4. In the Create Meetings section, click the link to Install Adobe Connect Add-In For Microsoft Outlook **(Figure 19)**.

5. Click the link to download the Add-In for Microsoft Outlook.

6. Make sure that Microsoft Outlook is closed. If it is open when you start the installer, you will be asked to close it before you can proceed with the installation.

7. Locate the file you downloaded, extract the installation file from the .zip file.

8. Double-click the installation (.exe) file.

   Note: If an existing version of the add-in is already installed, a dialog box appears asking you to uninstall it before installing a new version.

   The Setup wizard appears.

9. Follow the instructions in the Setup wizard.

   Note: The first time you start Outlook after installing the add-in, you must configure the Adobe Connect server information **(Figure 20)**.

10. Enter the URL to an Adobe Connect meeting room. This URL is listed in the meeting information page in Connect Central.
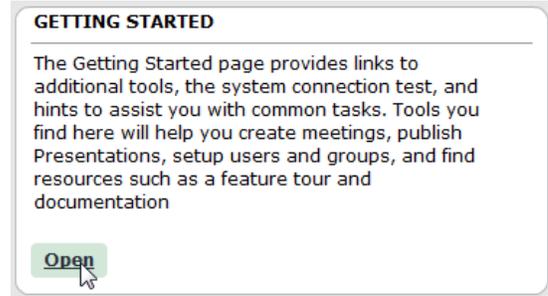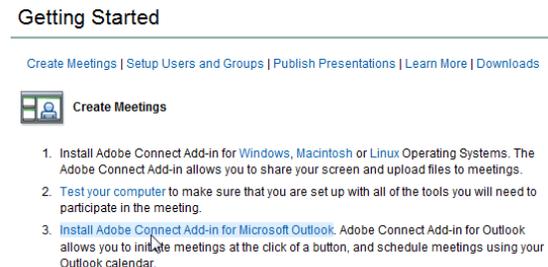

Figure 18 Link to the Getting Started resources

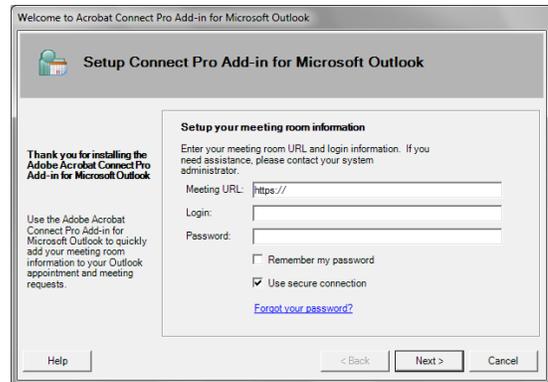**Figure 19** Install Adobe Connect Add-In For Microsoft Outlook

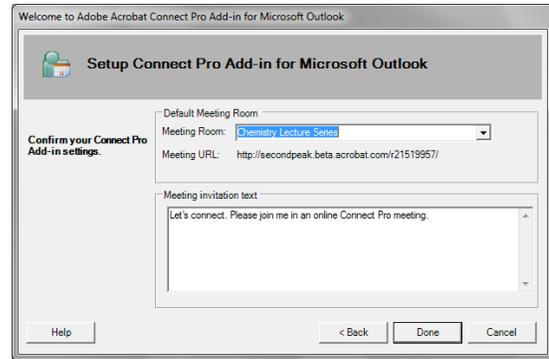**Figure 20** Setup Adobe Connect Add-In For Microsoft Outlook

11. Enter your Adobe Connect login and password, and click Next.

You have the option to set a default meeting room for meetings that you schedule in Outlook. You can also enter a standard meeting invitation **(Figure 21)**.

12. Click Done.

The Adobe Connect Add-In For Microsoft Outlook icon is added to the Outlook toolbars **(Figure 22)**.

Note: You can show and hide the Add-In by choosing View > Toolbars > Adobe Connect Add-In.

Figure 21 Setup Adobe Connect Add-In For Microsoft Outlook

Figure 22 Adobe Connect Add-In icon

To schedule a meeting from within Microsoft Outlook:

1. Start Microsoft Outlook.

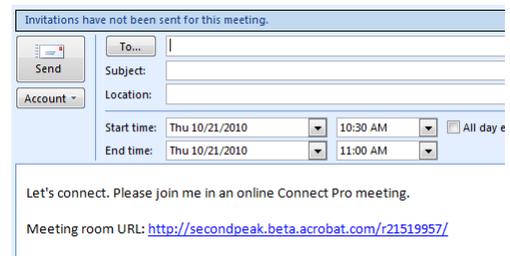**2.** Click the Adobe Connect Add-In icon in the Outlook toolbar **(Figure 22)**.

An untitled meeting invitation appears with a link to the meeting room **(Figure 23)**.

3. Address the invitation message by adding email addresses in the To box.

4. Enter a subject for the message.

5. For the Location, enter Adobe Connect.

6. Use the Start Time and End Time pop-up menus to select the time and date of the meeting.

7. Click Send.

The meeting invitations are sent and the meeting is added to your Outlook calendar **(Figure 24)**.

To modify and update the meeting invite, you can double-click the meeting in your Outlook calendar, make changes, and click Send Update.

Note: To schedule an Adobe Connect meeting from within the Outlook calendar view, you can drag to highlight a block of time in the calendar. Then click the Adobe Connect Add-In icon to create the meeting invitation. The date and time you highlight in the calendar is set in the invite automatically.

Figure 23 Adobe Connect meeting invitation
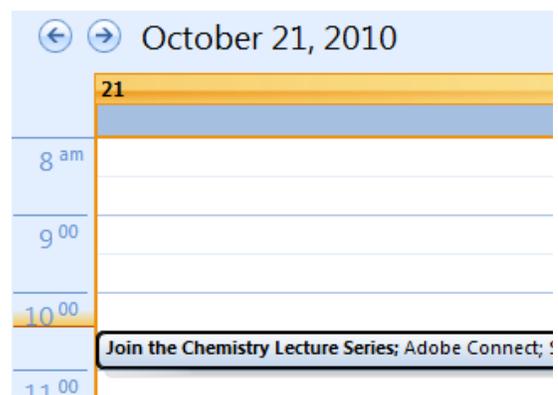
Figure 24 Outlook calendar

To change the default meeting room URL used when scheduling meetings:

1. Start Microsoft Outlook.

2. Click the Adobe Connect Add-In icon in the Outlook toolbar.

   An untitled meeting invitation window appears.

3. In the meeting invitation window, click the Add-Ins tab.

4. Click the arrow beside Adobe Connect Add-In button **(Figure 25)**.

   The Adobe Connect Add-In menu appears. You can add the URL for another meeting to the current meeting invitation, or change the default meeting room by opening the Preferences dialog box.

5. Click Preferences.

   The Preferences dialog box appears. You can choose a new default meeting room in the Meeting Room pop-up menu **(Figure 26)**.

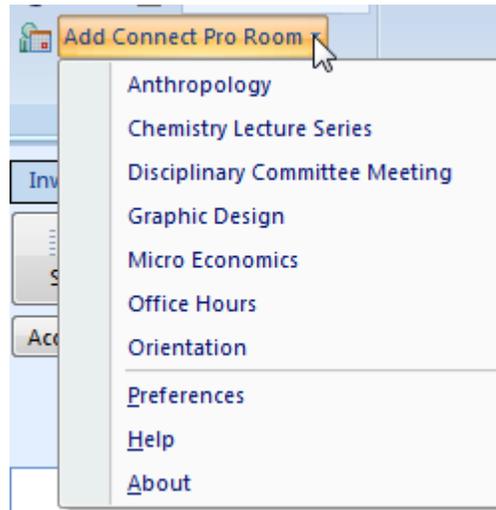6. Select a default meeting room, and click OK.
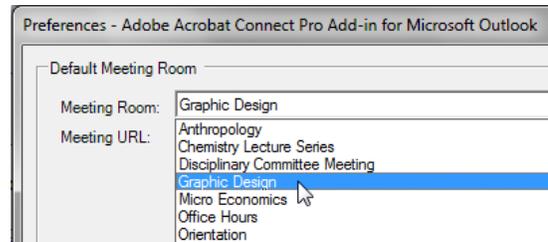

Figure 25 Adobe Connect Add-In button

Figure 26 Outlook calendar