

Adobe Connect - How to create a meeting

We recommend that you create a meeting for each unit that you teach. The instructions that follow show how to create a meeting for one of your units.

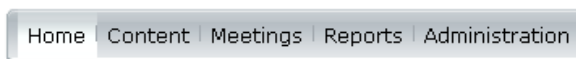
Log in to Adobe Connect

1. In Internet Explorer or Firefox, enter the address of the Adobe Connect interface and press Enter

<http://Adobe Connect.ecu.edu.au>

2. At the prompt, enter your ADS user name and password, then click Login
Once you have entered your ADOBE CONNECT account, you should see the menu and buttons shown in the graphic below.

ADOBE ACROBAT CONNECT PRO



Indicate that your ACP
account is activated

Create New:



In particular, you should see the Meeting and Content buttons. If you do not see these, this means that your Adobe Connect host permissions have not yet been activated. If this is the case, contact the IT Service Desk (x6000) to resolve the issue.

Create a new meeting

Create the meeting

1. Click the **Meeting** button.

Enter Meeting Information
Enter Meeting Information > Select Participants > Send Invitations

Meeting Information

Name: * 2

Custom URL: 3
(Leave this field blank for a system-generated URL, or include a unique URL path. Please use only ascii alphanumeric characters or hyphens. For example: "product-demo" will result in https://acp.ecu.edu.au/product-demo/)

Summary:
(max length=1000 characters) 4

Start Time: 5

Duration: hours:minutes 6

Select Template: 7

Language: * 8

Access:

Only registered users may enter the room (guest access is blocked)

Only registered users and accepted guests may enter the room 9

Anyone who has the URL for the meeting can enter the room

At this point, a form will appear into which you need to enter the required details for the session.

2. **Name:** unit code and title make a good name for the session.
3. **Custom URL:** Forms the meeting place URL to be emailed to students. Enter the unit code in this field.
4. **Summary:** provide a concise summary of what the session is about.
5. **Start Time:** included in the email invitation for the session. (informative only)
6. **Duration:** included in the email invitation for the session. (informative only)
7. **Select Template:** Leave as default.
8. **Language:** Leave as English.
9. **Access:** Leave as Only registered users and accepted guests may enter the room. Adobe Connect only discovers students in the system after they have joined a session for the first time.
10. Click **Next**.
11. At this point you will be asked to add participants to the session. Skip this section as it is easier to simply allow students to come in as guests. Click **Next**.
12. At this point you will be asked to set up an invitation email. Skip this section as it is much

easier to create your own invitation and send it to students separately (refer to tip sheet: Adobe Connect - Prepare an email invitation for students)

13. Click Finish

Summary screen

Once the session creation process is complete, you will arrive at a screen that summarises all the settings you have made and provides a range of menu items to perform further tasks.

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The screenshot shows the Adobe Acrobat Connect Pro interface. At the top, there is a navigation bar with 'Home', 'Content', 'Meetings', 'Reports', and 'Administration'. Below this is a sub-navigation bar with 'Shared Meetings', 'User Meetings', 'My Meetings', and 'Meeting Dashboard'. The main content area is titled 'Meeting Information' and contains the following details:

Name:	ACC1100 Accounting Practice and Principles
Summary:	This is an online session in which lectures, tutorial and one-on-one consultations can be conducted that form part of the ACC1100 curriculum.
Start Time:	03/10/2011 5:00 PM
Duration:	01:00
URL:	https://acp.ecu.edu.au/acc1100/
Number of users in room:	0
Language:	English
Access:	Only registered users and accepted guests may enter the room

At the bottom of the screen, there is a button labeled 'Enter Meeting Room'.

1. **Directory Path:** Shows where the meeting is within the Adobe Connect directory structure. Note that all of the sessions you create, along with their associated content, will appear under a folder entitled as your user name.
2. **Task Menu:** Shows further tasks that you can perform in relation to the session, e.g. edit the session's settings, upload content, manage recordings and generating reports.
3. **Session Summary:** Shows the current settings that pertain to the session you have created.
4. **Enter Meeting Room:** The button that allows you to jump straight into the Adobe Connect meeting.