

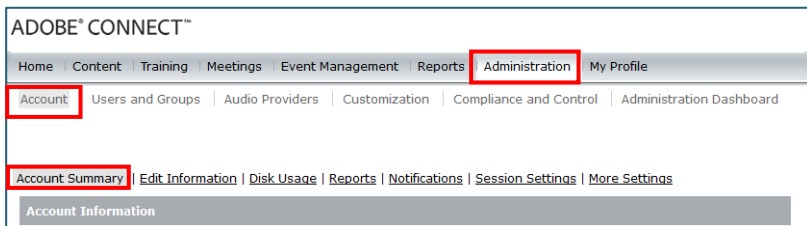
## Understanding Licensing and Associated User Groups in Adobe Connect

### What you will need:

- Company's Adobe Connect URL
- Administrator Credentials for Adobe Connect

The type of license purchased will determine the user groups to which a user needs to be added. To view the licenses purchased on your account:

1. Log into your Adobe Connect URL (i.e. CompanyABC123.adobeconnect.com)
2. Click **Administration** tab
3. Click, if necessary, on the links **Account > Account Summary** (this is the default page when clicking on the **Administration** tab)



The Features section on the page will display licensing information for your account.

This is an example  
 Your information will vary  
 based upon the licenses  
 your company purchased

Features		
Enabled	Features	Usage and Quotas
✓	System Features	<b>Bandwidth per Month (MB): Unlimited</b> <b>Disk Usage (MB): Unlimited</b>
✓	Presentation	<b>Authors: 0 / 3</b>
✓	Training	<b>Concurrent Learner Pricing Model</b> <b>Training Managers: 3 / Unlimited</b> <b>Named Training Learners: 3 / Unlimited</b> <b>Training Concurrent Learner License Limit: 25</b> <b>Virtual Classroom Managers: 0 / 0</b> <b>Named Virtual Classroom Capacity: 0</b>
✓	Meeting	<b>Concurrent Attendee Pricing Model</b> <b>Meeting Hosts: 20 / Unlimited</b> <b>Meeting Peak Concurrent Users: 25 (Soft Limit: 25)</b> <b>Concurrent Users Per Meeting: Unlimited (Soft Limit: Unlimited)</b> <b>Burst Pack Minutes (Total Used/Total Purchased): 0 / 0</b> <b>(Balance:0 - Disabled)</b>
	Seminars	
✓	Event Management	<b>Event Managers: 3 / Unlimited</b> <b>Event User Policy: All users created through event form are guests</b>
	MP4 Conversion	

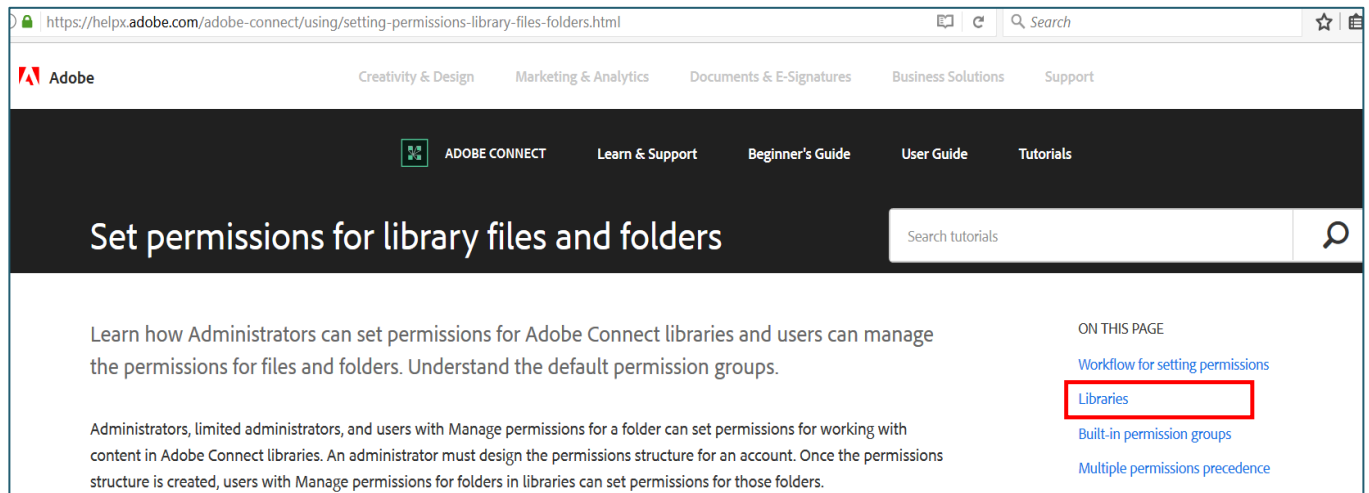
## Understanding Licensing and Associated User Groups in Adobe Connect, continued

License Purchased	User Group Name
Named Virtual Classroom Manager	Virtual Classroom Managers
Concurrent Learner	Training Manager
Named Host	Meeting Host
Concurrent User	Meeting Host
Named Webinar Manager	Webinar Managers
Shared Webinar Manager	Seminar Administrators
Event Management (standalone)	Event Managers

Please read the Adobe page <https://helpx.adobe.com/adobe-connect/using/getting-started-administering-accounts.html> for further information on administering and managing Adobe Connect accounts.

Adobe has an online resource that details the permissions of each group; jump to the Built-In permission groups section using the link.

<https://helpx.adobe.com/adobe-connect/using/setting-permissions-library-files-folders.html>



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### Set permissions for library files and folders

Search tutorials

Learn how Administrators can set permissions for Adobe Connect libraries and users can manage the permissions for files and folders. Understand the default permission groups.

Administrators, limited administrators, and users with Manage permissions for a folder can set permissions for working with content in Adobe Connect libraries. An administrator must design the permissions structure for an account. Once the permissions structure is created, users with Manage permissions for folders in libraries can set permissions for those folders.

ON THIS PAGE

- Workflow for setting permissions
- Libraries**
- Built-in permission groups
- Multiple permissions precedence

\*See Users and Groups for Instructions on how to add a User to a Group

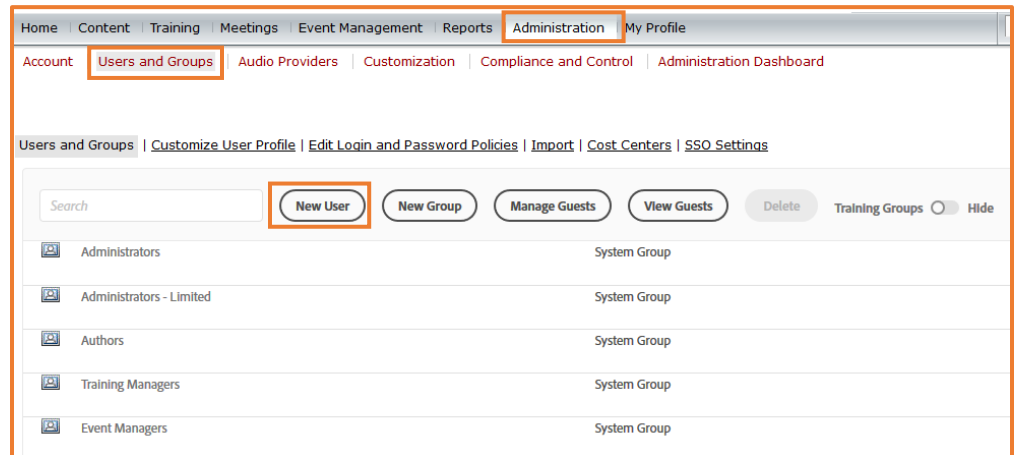
## Adding/Creating Adobe Connect Users

Follow the steps below to add or create an Adobe Connect user to have access to your Adobe Connect account or meeting rooms.

### Create a New User

Only an Administrator can manage, create, modify, and delete a Connect user or user group.

- Log into your Adobe Connect URL as an Administrator
  - Click on the **Administration** tab.
  - Click the **User and Groups** tab.
  - Click on the **New User** button.
- 
- Fill in the required fields with the new user's information (fields without an asterisk are optional).
  - Create a password for the user that will be used when they log into the Adobe Connect account or meeting room.
    - By default Adobe will email the new user account information, login and password and prompt the new user to change their password after their first login. If you rather not have either of this options done, simply uncheck the box next to corresponding option.
  - You can click **Finish** if you *do not* wish to add the user to a group and assign privileges to your Adobe Account.
  - Click **Next** to have the option to assign the user the user to one or several designated groups.



### New User Information

New User Information > Edit Group Membership

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**New User Information**

**First Name: \***

**Last Name: \***

**E-mail: \***

**Phone Number:**

**userID:**

**Job Title:**

**Division:**

**department:**

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**Login and Password**

Login: **Your current login policy is set to use e-mail address for user login.**

**New Password: \***

**Retype Password: \***

Passwords must conform to the following rules:

- Passwords must be between 4 and 32 characters long.

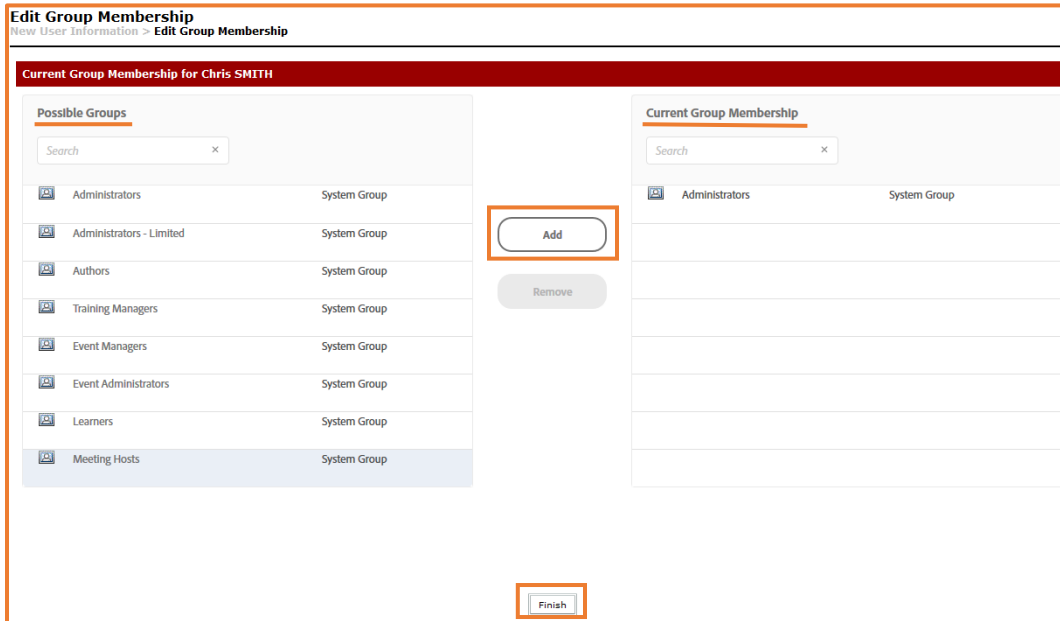
E-mail the new user account information, login and password

Prompt user to change password after next login

\*- indicates required fields

## Adding/Creating Adobe Connect Users, continued

- From the box to the left labeled as **Possible Groups** select the desired group (by clicking before or after the group name, as the name is a clickable link) and click on the **Add** button, you will then see the group name appear under the **Current Group Membership** box to the right.
- Once all desired groups have been added click **Finish** to save.



### Create a new customized user group

Only an Administrator can manage, create, modify, and delete a customized user group.

- From **Administration** tab > **Users and Groups**, click the **New group** button.
- Enter the desired group **Name** (eventually give a description)
- Click **Finish** to create the group, or **Next** to assign users or user groups.

