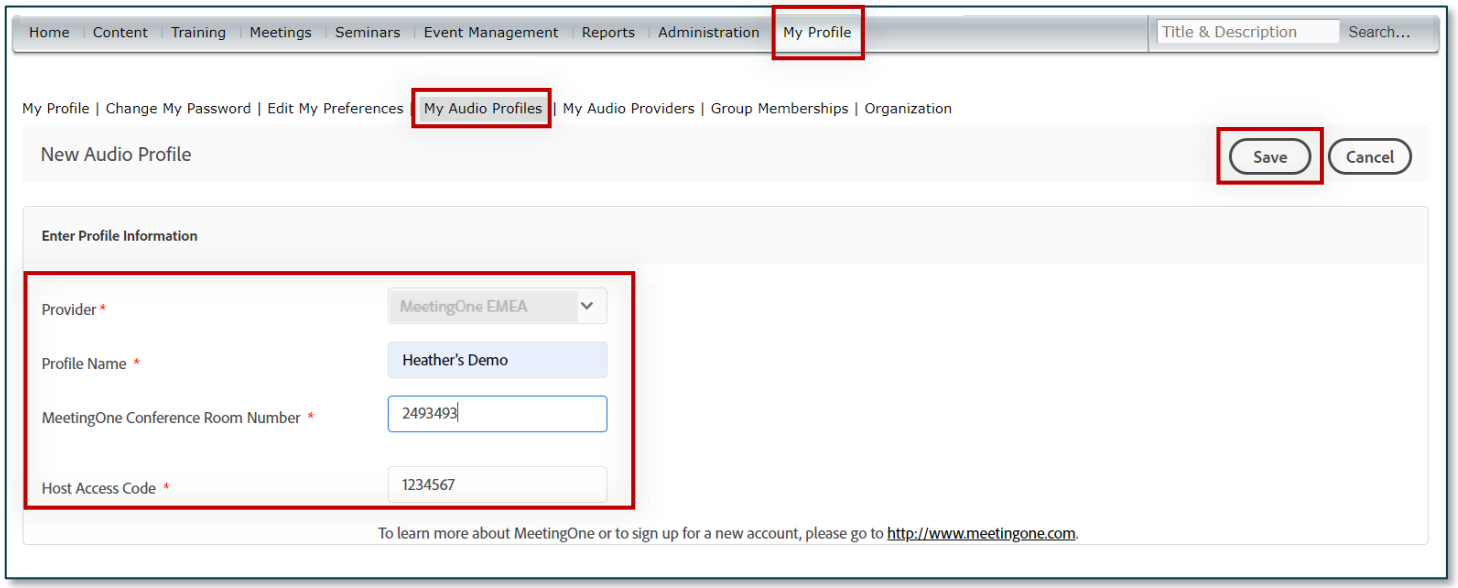
Integrated Audio – Create Audio Profiles

What you will need:

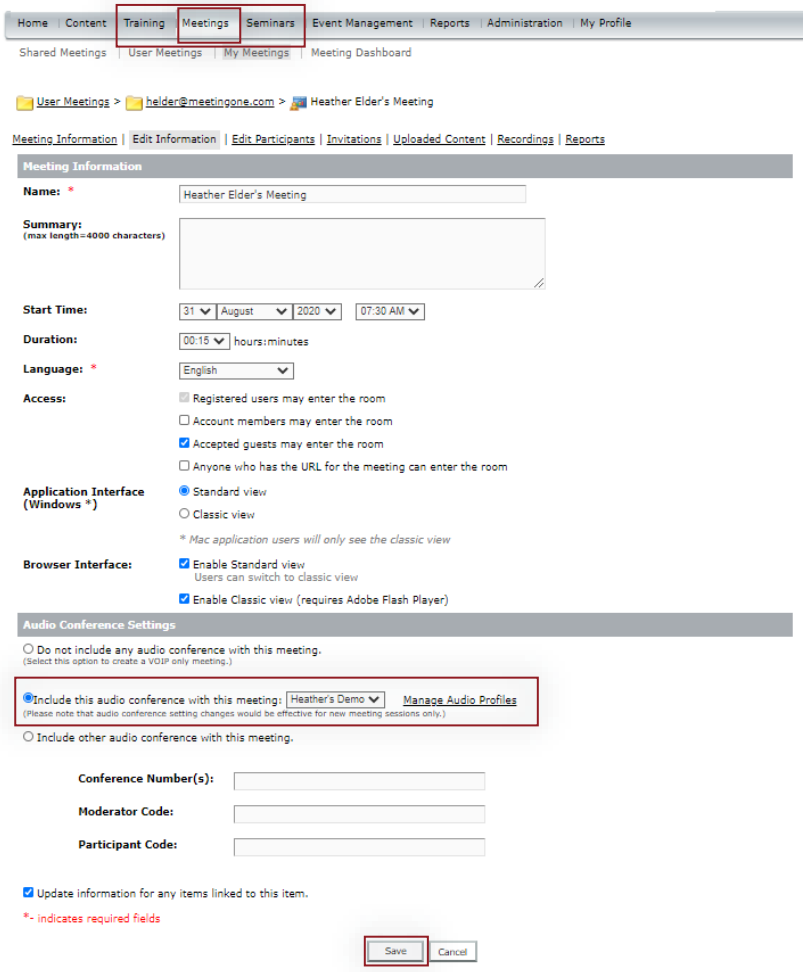
- ☐ Adobe Connect Administrator enabled MeetingOne audio
- ☐ Company's Adobe Connect URL
- ☐ Log-in Credentials for Adobe Connect
- ☐ MeetingOne welcome email with conference number and host pin (host access code) information

Steps:

1) Log into your Adobe Connect URL (i.e. CompanyABC123.adobeconnect.com)
2) Click **My Profile**
    a. Click **My Audio Profiles**
    b. Click **New Profile**
    c. Select **MeetingOne EMEA** from the Provider drop down
    d. Fill out:
        i. Profile Name (customizable)
        ii. MeetingOne Conference Room Number (welcome email)
        iii. Host Access Code (welcome email)
    e. Click **Save**



Integrated Audio – Room Audio Profile

3) Click **Meetings** (if using Virtual Classrooms or Seminars click the tab that corresponds with your license type)
4) Click **My Meetings**
5) Select an existing room or create a new room
    a. If existing, click **Edit Information**
    b. Fill out/edit the Meeting Information section
    c. Under the Audio Conference Settings section
        i. Select **Include this audio conference with this meeting**:
        ii. Select your **Audio Profile** from the drop down
        iii. Click **Save/Finish** or proceed with creating your meeting
6) Your MeetingOne audio is now activated in your Adobe Connect room.

See Using Integrated Audio Guide for more details