



## Setting up your new Adobe Acrobat Connect Pro account

Adobe will send a couple of introductory emails as part of the Connect provisioning process. The final email will be titled "Your Connect Enterprise Account is Ready" and it includes your administration URL and log in details. These details will allow you to log into the Connect Pro Central Administration System (Connect Central). This is where Meeting Hosts can be created, Meetings set up, Content uploaded into rooms, and audio telephony integrated, if you have chosen to use audio telephony with Connect Meetings. The first part of these instructions are for the **Administrator** and the second part for **Meeting Hosts** or Named Organizers.

**After you set-up the rights and telephony as described below, please review the helpful links at the end of this document: [Tutorials, Videos and Resources:](#)**

### Administrator Instructions:

Log into Connect Central with the log in details provided in the email. You will be the account Administrator. The first thing that needs to be done is other administrators and/or Meeting Hosts need to be set up.

1. In the top tool bar, click on Administration>Users and Groups
2. Click on New User, complete all fields
3. Enable audio bridge for MeetingOne, enter the user's toll free number as the Conference Room # and also the Access Number, then enter their PIN / Host Access Code
4. Go back to Users and Groups. Notice Groups show up at the top of the list, Users down below
5. Highlight user being added in the list, click Information in bottom right corner, Edit Group Membership
6. Then simply highlight the privileges to be given to the user and add them to the current group memberships on the right (as the Administrator, make sure to add your own account to Administration Group and the Meeting Hosts group)
7. Repeat the process to set up the other Named Organizers / Meeting Hosts. Set them up as Meeting Hosts. If you would like for them to be able to import their own participants Users, assign participant log- ins and passwords, go ahead and also add them to the Administrators – Limited group. Then, you define what privileges the Administrators –Limited can receive.

Administration>Users and Groups>highlight Administrators-Limited>Information>Edit Group Membership (to add them) > Edit Limited Administrator Permissions and decide which privileges they should be given.

Now, when each Meeting Host/ Administrator Limited logs into their Connect Central, they will be able to create their own Meetings, upload Content, create their own Users Group and assign passwords.



## Audio Telephony:

If you are using telephony audio, as the Administrator please go ahead and be sure telephony audio is switched “on” before sending the other Meeting Hosts their log in details.

If you are running a server license in house, you can control this yourself. If you are running a hosted account and MeetingOne previously set you up with a trial account, then we have already switched it on for you. If you are running a hosted account and you did not have a previous trial account with MeetingOne, then you need to contact Adobe Conect Pro 7 Support to have them switch you on for MeetingOne audio integration. Adobe Conect Pro 7 Support can be contacted at 800-945-9120.

## Meeting Host Instructions:

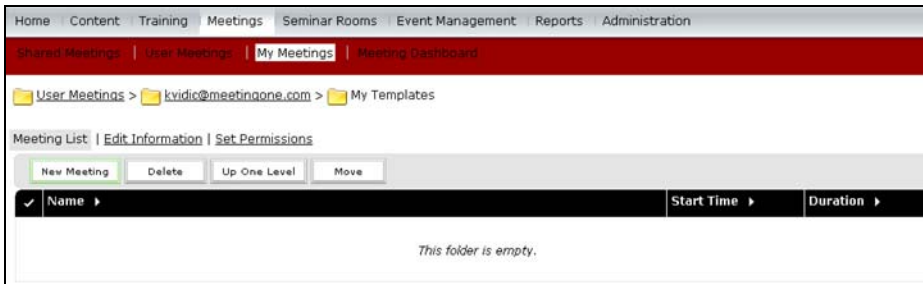
### Setting up your MeetingOne audio integration

Have your Meeting Hosts log into Connect Central. Named Organizers can set up their audio bridge (separate toll free number for each Meeting Host) by clicking on My Profile from within Connect Pro Central.

1. In the upper right corner, you will see a link to My Profile.
2. Edit My Preferences
3. Be sure MeetingOne is selected as your audio bridge
4. Enter your MeetingOne Conference Room # (your toll free number)
5. Enter your Meeting One Access Number (re-enter your toll free number)
6. Enter your Host Access Code (which is your 4 digit PIN)
7. Save
8. Log out of Connect Central and log back in

### Next step: Set up your Meetings

1. Go to Meetings
2. New Meeting
3. Name your Meeting, customize your URL
4. Choose the type of Access you would like for that meeting
5. Choose to include this audio conference with this meeting (it should say MeetingOne)



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

**Meeting Information**

**Name:** \*

**Custom URL:** http://meetingone.acrobat.com/

(Leave this field blank for a system-generated URL, or include a unique URL path. For example: "productdemo" will result in http://meetingone.acrobat.com/productdemo/)

**Summary:**  
 (max length=1000 characters)

**Start Time:** 1 April 2009 02:15 PM

**Duration:** 01:00 hours:minutes

**Select Template:** Shared Templates\Default Meeting Template

**Language:** \*

**Access:**

- Only registered users may enter the room (guest access is blocked)
- Only registered users and accepted guests may enter the room
- Anyone who has the URL for the meeting can enter the room

**How to upload your Content to the Content folder**

1. Click on Content
2. New Content
3. Browse for your content Example: Power Point
4. Title it
5. Save

The link below will access a document that offers instructions on how to start audio integration within a Meeting: [How to use MeetingOne's Integrated Audio with Adobe Connect in your Conference Room](#)

If you are planning to hold sessions with audio, please take advantage of our online audio interface called Click & Meet. It allows the host to manage an audio conference visually. Click & Meet can be accessed via the following link: <http://www.meetingone.com/us/customer/clientlogin.cfm>

You are now on your way to hosting your own meetings. If you have any Connect questions or want to know how to do something within Connect, all of the answers can be found in Connect Central Administration. Click on Home and you will see a Help link in the upper right corner. Additional information is easy to find there!

## Tutorials, Videos and Resources:

Getting Started, Tutorials and articles:

This is a link to a comprehensive list (Under tutorials and articles, you may select the product or module header to see resources related to the one you select.)

<http://www.adobe.com/resources/acrobatconnect/>

Meeting Roles and User Interface Overview

<http://my.adobe.acrobat.com/t9tybmz.mpgbcb/>

Understanding and Using the Content Library

<http://my.adobe.acrobat.com/ts4xo7g.8aw6ve/>

Free Online Training

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[http://www.connectusers.com/news/index.php?cmd=display\\_news&id=2687](http://www.connectusers.com/news/index.php?cmd=display_news&id=2687)

### Additional links and resources:

Connect Pro Overview:

[http://www.adobe.com/go/connectpro\\_overview](http://www.adobe.com/go/connectpro_overview)

Connect Pro 7 User Guide:

<http://www.adobe.com/support/documentation/en/acrobatconnectpro/>

VoIP best practices:

[http://www.connectusers.com/tutorials/2009/03/12\\_steps\\_to\\_great\\_voip/](http://www.connectusers.com/tutorials/2009/03/12_steps_to_great_voip/)

Branding Tutorials

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1. First part of <http://brookwood.malliance.acrobat.com/p31524690/>

2. Tutorial on customizing room look & feel:

[http://www.connectusers.com/tutorials/2008/07/parisian\\_cafe/index.php](http://www.connectusers.com/tutorials/2008/07/parisian_cafe/index.php)

3. Creating Effective Layouts: <http://www.connectusers.com/tutorials/2007/09/layouts/index.php>

4. Understanding & Using Templates (7.5

minutes): [http://www.connectusers.com/tutorials/2009/01/meeting\\_templates/index.php](http://www.connectusers.com/tutorials/2009/01/meeting_templates/index.php)

Presenter Getting Started Guides

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<http://seminars.adobe.acrobat.com/getstartedpresenter/>

[http://www.adobe.com/support/documentation/en/presenter/quick\\_start/index.html](http://www.adobe.com/support/documentation/en/presenter/quick_start/index.html)

PowerPoint Conversion Issues

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<http://kb2.adobe.com/cps/404/kb404325.html>

<http://my.adobe.acrobat.com/overviews>

For former WebEx users- WebEx/Connect Pro Comparison Videos

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- Chat - <http://realeyes.acrobat.com/webexvsacp4chat/>
- Web Links - <http://realeyes.acrobat.com/webexvsacp8weblinks/>
- Video - <http://realeyes.acrobat.com/webexvsacp7video/>
- Polling - <http://realeyes.acrobat.com/webexvsacp5polls/>
- Screen Sharing - <http://realeyes.acrobat.com/webexvsacp3screenshare/>
- Application Sharing: <http://realeyes.acrobat.com/webexvsacp2share/>
- Document Sharing: <http://realeyes.acrobat.com/webexvsconnect1/>