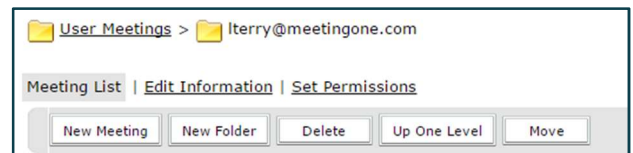


Creating Meetings

Creating Meetings, meeting hosts can create different meeting rooms that can have a unique URL and can be used multiple times. Because the meeting rooms are persistent, the URLs will never expire and they will always be available when needed.

Create a New Meeting

- Log into your Adobe Connect URL (i.e. <https://CompanyABC123.adobeconnect.com>)
- Create New Meeting- From **My Meetings**, the host can select **New Meeting** to create a new Connect Meeting



Enter Meeting Information

- **Name-** The name of the meeting
- **Custom URL-** Creates a unique room URL for the Connect Room.
**Leaving this blank will cause the system to automatically generate URL*
- **Summary-** A brief summary of the meeting room.
**This is only available to the Meeting Host*
- **Start Time/Duration-** NOT REQUIRED
- **Templates-** Allows you to select a template from the My Templates or Shared Templates folder with an existing meeting's layout and content.
- **Language-** Selects the Language the Pods will be displayed in
- **Access-** Allows you to toggle the level of access for your participants
 - **Only Registered Users-** Participants *must* have a username and password created by your account admin to access the meeting
 - **Registered Users and Accepted Guests-** Registered users have a username and password that are created by your account administrator. An accepted guest will have to request permission to enter the room
 - **Anyone who has the URL-** No special login required. Participants enter their name in the "Guest" field to enter the room.
 - **Optional Passcode Protection** (in addition to the Access settings above)
 - Users must enter room passcode

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

Meeting Information

Name: *

Custom URL: <http://meetingone.adobeconnect.com/>
(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 http://meetingone.adobeconnect.com/product-demo/)

Summary:
(max length=4000 characters)

Start Time: 15 May 2017 03:15 PM

Duration: 01:00 hours:minutes

Select Template: Shared Templates\Default Meeting Template

Language: * English

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

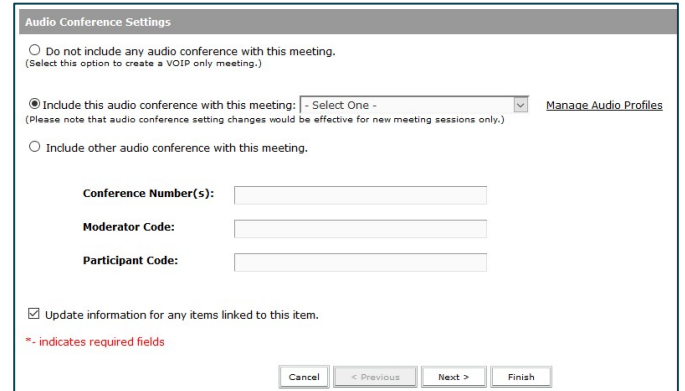
Optional Passcode Protection (in addition to the Access settings above)

Users must enter room passcode

Creating Meetings, continued

Audio Conference Settings

- **Do not include any audio conference with this meeting-** The meeting be a Voice Over Internet Provider (VoIP) only meeting with no phone audio
- **Include this audio conference with this meeting-** Allows you to select your MeetingOne audio profile
- **Include other audio conference with this meeting-** Only if using a third party audio provider. It is strongly recommended that you reach out to that provider's own support team.



Audio Conference Settings

Do not include any audio conference with this meeting.
(Select this option to create a VoIP only meeting.)

Include this audio conference with this meeting: Select One - [Manage Audio Profiles](#)
(Please note that audio conference setting changes would be effective for new meeting sessions only.)

Include other audio conference with this meeting.

Conference Number(s):

Moderator Code:

Participant Code:

Update information for any items linked to this item.

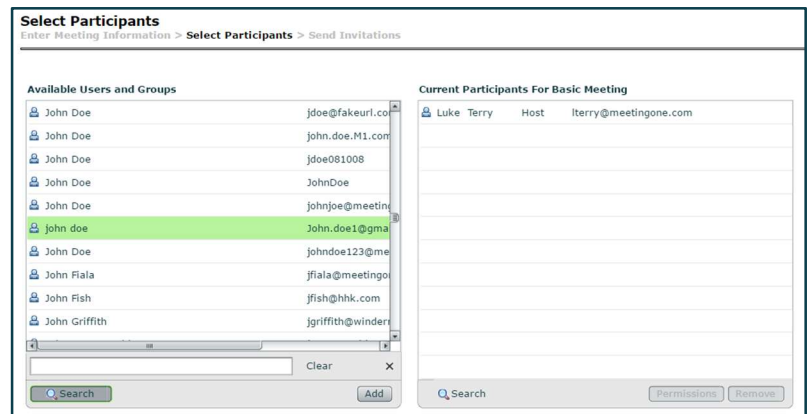
* - indicates required fields

Cancel < Previous Next > Finish

Select Participants

Allows you to select users who will be required to enter a username and password to gain entry or assign permission to users already added to your account by an administrator

- Highlight the desired participant
- Click **Add**



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

Available Users and Groups		Current Participants For Basic Meeting	
John Doe	jdoe@fakeurl.com	Luke Terry	Host lterry@meetingone.com
John Doe	john.doe.M1.com		
John Doe	jdoe081008		
John Doe	JohnDoe		
John Doe	johnjoe@meeting		
john doe	John.doe1@gmail.com		
John Doe	john.doe123@me		
John Fiala	jfiala@meetingo		
John Fish	jfish@hbk.com		
John Griffith	jgriffith@winder		

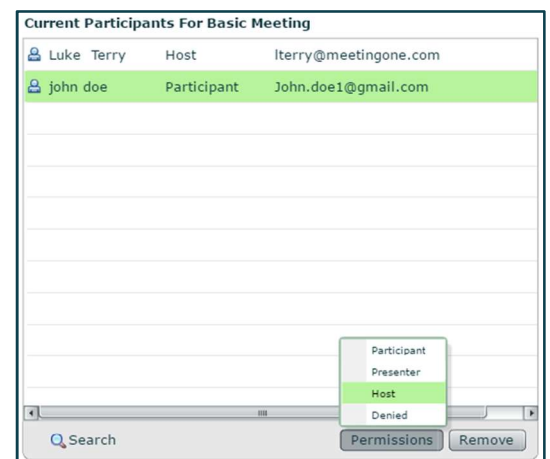
Search Add

Assign Permissions

A host can select another user to have special permissions to be a Presenter or Co-Host.

**This does not give you an extra Meeting Host License. You as the named host needs to be present in the room for these settings to take effect.*

- Highlight participant you would like to change access for
- Click **Permissions**
- Select desired Permission level



Current Participants For Basic Meeting

Luke Terry	Host	lterry@meetingone.com
john doe	Participant	John.doe1@gmail.com

Search Permissions Remove

Participant
Presenter
Host
Denied