

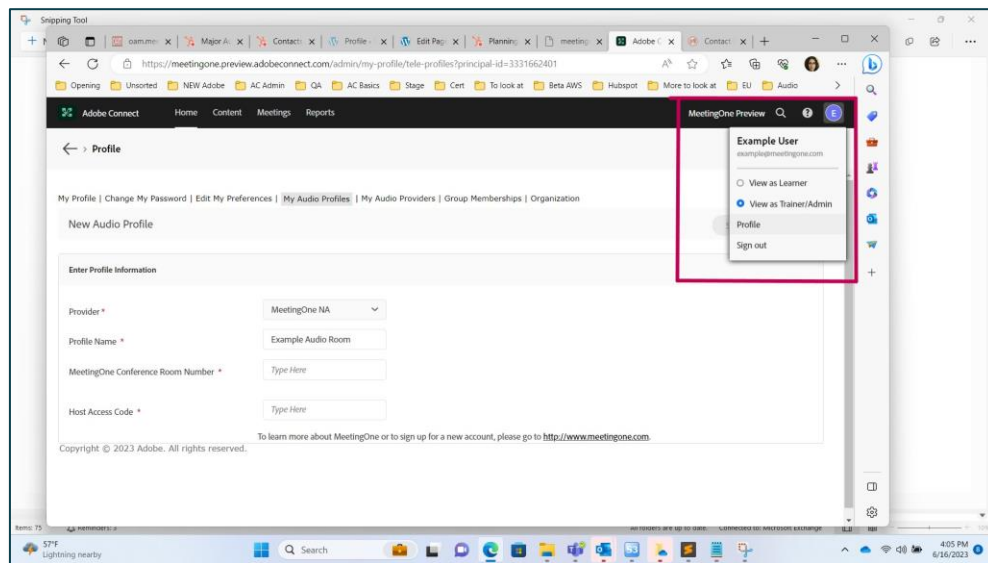
Integrated Audio – Create Audio Profiles

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 your **user profile icon in upper right corner**, select **Profile**.
 - a. Click **My Audio Profiles**
 - b. Click **New Profile**
 - c. Select **MeetingOne NA** 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



The screenshot shows the 'New Meeting' form in Adobe Connect. The 'Audio Conference Settings' section is visible at the bottom. It includes options to 'Include this audio conference with this meeting' and a dropdown menu to select an 'Audio Profile'. The form also shows other settings like 'Start Time', 'Duration', 'Language', and 'Access'.

Meeting Information

Name: *

Summary: (max length=4000 characters)

Start Time:

Duration: hours:minutes

Language:

Access:

- ☐ Registered users may enter the room
- ☐ Account members may enter the room
- ☒ 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

Enhanced Audio/Video: ☒ Enable

Enable this option for improved audio and video. Attendees can join from a browser, desktop application, or the latest mobile app. [Learn more](#)

* Requires mobile apps v3.2 or above.

* Recordings will be available as MP4 videos instead of the interactive format. Disable Enhanced Audio/Video for interactive recordings.

Anonymize Recordings

- ☒ Recordings not anonymized
- ☐ Anonymize all recordings
- ☐ Give Hosts the option to anonymize recordings
- ☐ Hide Entry Screen

Enable browser access: ☒ Yes

☐ Always Open in Browser

* This will open meetings in the browser even if the Adobe Connect application is installed

Enable mobile access: ☒ Yes

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: [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.