Adobe Connect



Host

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

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| | To learn more about MeetingOne or to sign up for a new account, please go to h | tp://www.meetingone.com | | |
| Copyright © 2023 Adobe. All rights reserved | | | | |
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Learn with MeetingOne Universit

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Adobe Connect



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

| Meeting Information | |
|--|--|
| Name: * | New Meeting |
| | THE PROVING |
| Summary: (max length=4000 characters) | |
| Start Time: | 8 June 2023 2 11:18 AM |
| Duration: | 01:00 V hours:minutes |
| Language: | English |
| | |
| 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: | Z Enable |
| | Enable this option for improved audio and video. Attendees can join from a browser, desktop application, or the latest mobile latent mode * Requires mobile apps v3.2 or above. * Recordings will be available as MPA videos instead of the interactive format. Disable Enhanced Audio/Video for interactive recordings. |
| | Anonymize Recordings |
| | Recordings not anonymized |
| | Recordings will display attendee names in the Attendee, Chat, and Q&A pods. |
| | O Anonymize all recordings |
| | Recordings will have attendee names in the Attendee, Chat, and Q&A pods replaced with anonymous labels. |
| | O Give Hosts the option to anonymize recordings |
| | Hosts will be given a checkbox option to replace attendee names in the Attendee, Chat, and Q&A pods with anonymous when they begin a recording. |
| | Hide Entry Screen |
| | Attendees will not be able to set their microphone, speaker or camera before entering the room. Check this if using tele only audio conference |
| Enable browser access: | Ø 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 | |
| O Do not include any audio co (Select this option to create a VOIP on | |
| | e with this meeting: Example Audio V Manage Audio Profiles |