

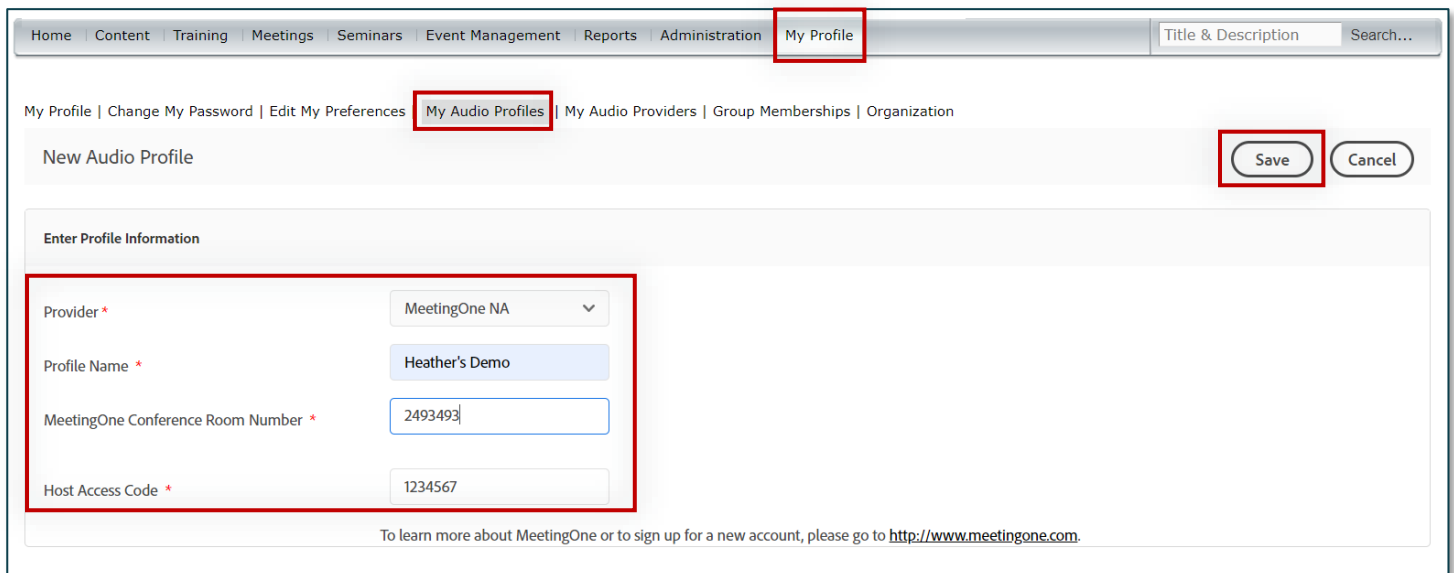
Integrated Audio – Create Audio Profiles

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 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**



Home | Content | Training | Meetings | Seminars | Event Management | Reports | Administration | **My Profile** | Title & Description | Search...

My Profile | Change My Password | Edit My Preferences | **My Audio Profiles** | My Audio Providers | Group Memberships | Organization

New Audio Profile Save Cancel

Enter Profile Information

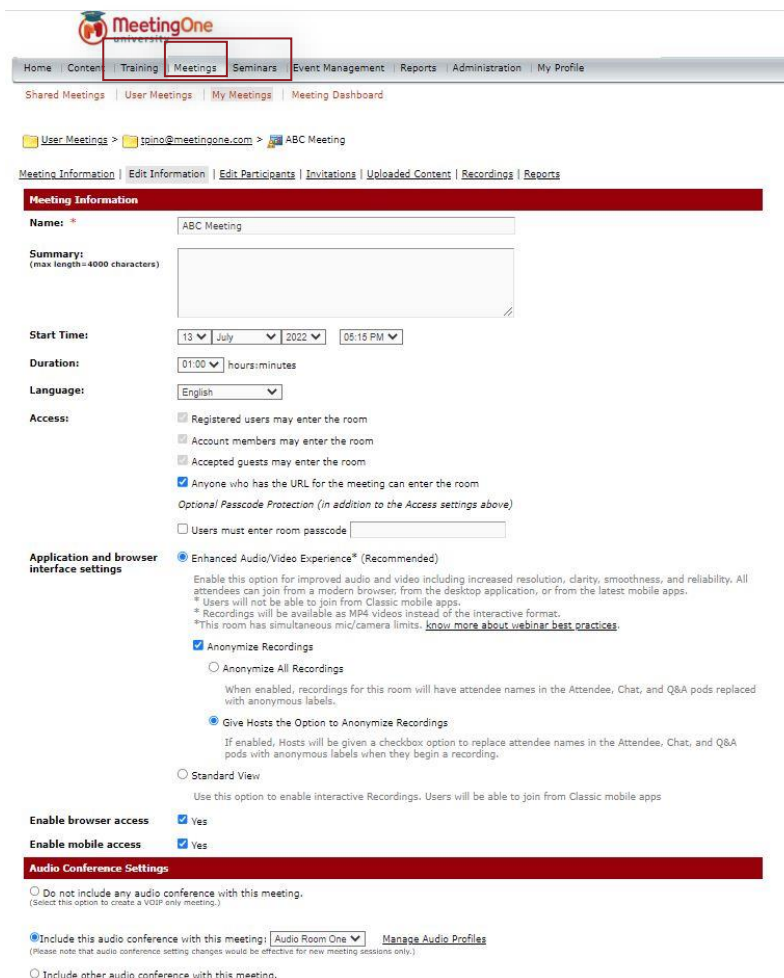
Provider *	MeetingOne NA
Profile Name *	Heather's Demo
MeetingOne Conference Room Number *	2493493
Host Access Code *	1234567

To learn more about MeetingOne or to sign up for a new account, please go to <http://www.meetingone.com>.

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 MeetingOne interface for editing a meeting. The 'Meetings' tab is selected in the navigation bar. The 'Meeting Information' section includes fields for Name (ABC Meeting), Summary, Start Time (July 13, 2022, 05:15 PM), Duration (01:00), and Language (English). Under 'Access', the option 'Anyone who has the URL for the meeting can enter the room' is selected. The 'Application and browser interface settings' section includes 'Enhanced Audio/Video Experience*' (Recommended), 'Anonymize Recordings', and 'Give Hosts the Option to Anonymize Recordings'. The 'Audio Conference Settings' section is highlighted in red and shows the option 'Include this audio conference with this meeting' selected, with a dropdown menu for 'Audio Room One' and a link to 'Manage Audio Profiles'.