# 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		
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### **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