

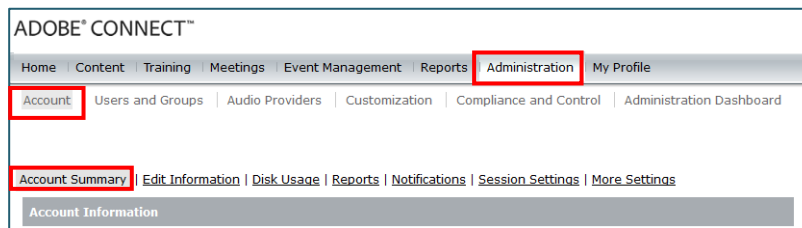
Understanding Licensing and Associated User Groups in Adobe Connect

What you will need:

- Company's Adobe Connect URL
- Administrator Credentials for Adobe Connect

The type of license purchased will determine the user groups to which a user needs to be added. To view the licenses purchased on your account:

1. Log into your Adobe Connect URL (i.e. CompanyABC123.adobeconnect.com)
2. Click **Administration**
3. Click **Account Summary**



The Features section on the page will display licensing information for your account.

This is an example
Your information will vary
based upon the licenses
your company purchased

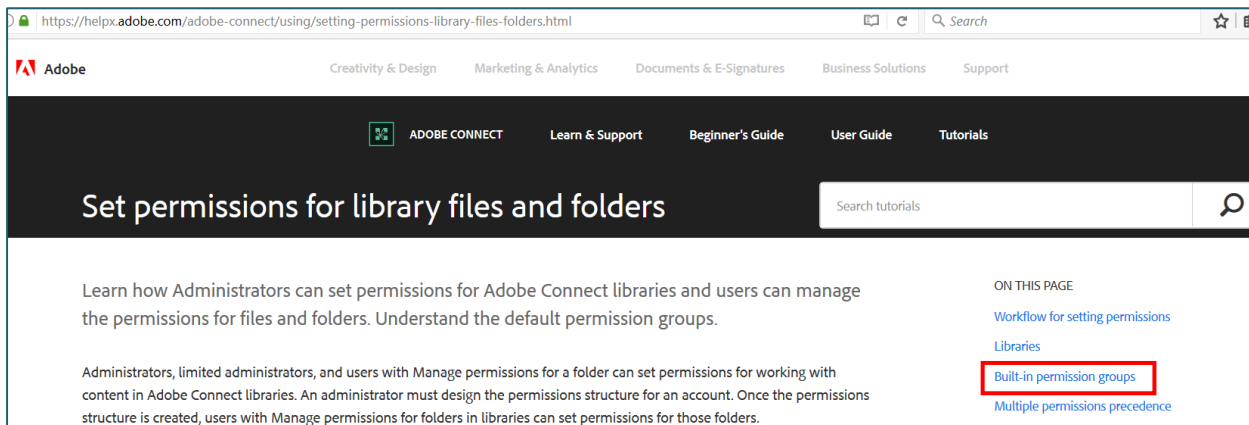
Features		
Enabled	Features	Usage and Quotas
✓	System Features	Bandwidth per Month (MB): Unlimited Disk Usage (MB): Unlimited
✓	Presentation	Authors: 0 / 3
✓	Training	Concurrent Learner Pricing Model Training Managers: 3 / Unlimited Named Training Learners: 3 / Unlimited Training Concurrent Learner License Limit: 25 Virtual Classroom Managers: 0 / 0 Named Virtual Classroom Capacity: 0
✓	Meeting	Concurrent Attendee Pricing Model Meeting Hosts: 20 / Unlimited Meeting Peak Concurrent Users: 25 (Soft Limit: 25) Concurrent Users Per Meeting: Unlimited (Soft Limit: Unlimited) Burst Pack Minutes (Total Used/Total Purchased): 0 / 0 (Balance:0 - Disabled)
	Seminars	
✓	Event Management	Event Managers: 3 / Unlimited Event User Policy: All users created through event form are guests
	MP4 Conversion	

Understanding Licensing and Associated User Groups in Adobe Connect, continued

Adobe has an online resource that details the permissions of each group; jump to the Built-In permission groups section using the link.

<https://helpx.adobe.com/adobe-connect/using/setting-permissions-library-files-folders.html>

License Purchased	User Group Name
Named Virtual Classroom Manager	Virtual Classroom Managers
Concurrent Learner	Training Manager
Named Host	Meeting Host
Concurrent User	Meeting Host
Named Webinar Manager	Webinar Managers
Shared Webinar Manager	Seminar Administrators
Event Management (standalone)	Event Managers



https://helpx.adobe.com/adobe-connect/using/setting-permissions-library-files-folders.html

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Set permissions for library files and folders

Learn how Administrators can set permissions for Adobe Connect libraries and users can manage the permissions for files and folders. Understand the default permission groups.

Administrators, limited administrators, and users with Manage permissions for a folder can set permissions for working with content in Adobe Connect libraries. An administrator must design the permissions structure for an account. Once the permissions structure is created, users with Manage permissions for folders in libraries can set permissions for those folders.

ON THIS PAGE

- [Workflow for setting permissions](#)
- [Libraries](#)
- [Built-in permission groups](#)**
- [Multiple permissions precedence](#)

*See Users and Groups for Instructions on how to add a User to a Group

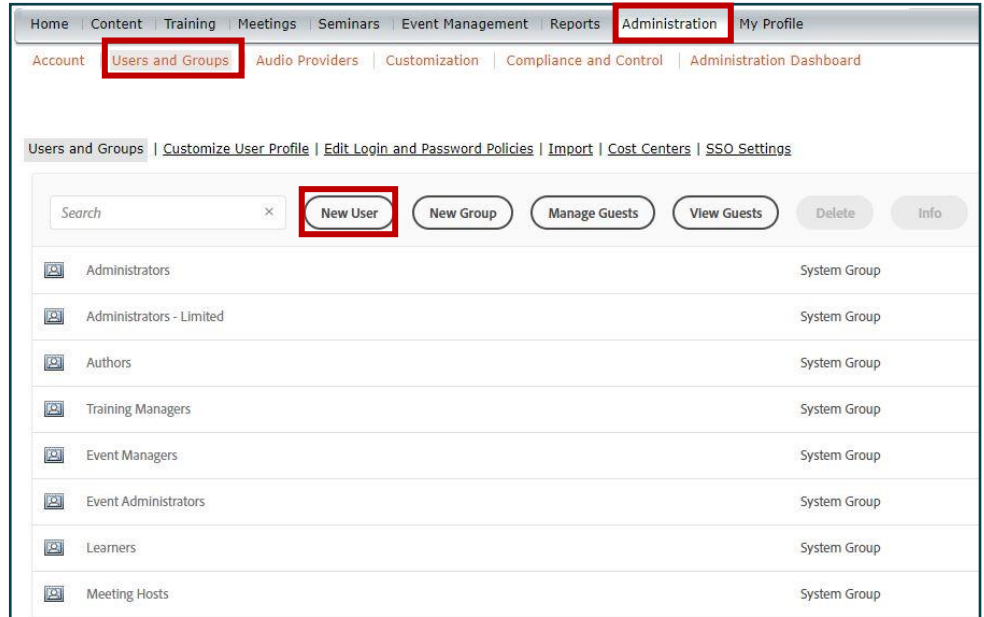
Adding/Creating Adobe Connect Users

Follow the steps below to add or create an Adobe Connect user to have access to your Adobe Connect account or meeting rooms.

Create a New User

An Administrator will need to log into the Adobe Connect account.

- Click on the **Administration** tab.
- Click the **User and Groups** tab.
- Click on the **New User** button.



The screenshot shows the Adobe Connect Administration interface. The top navigation bar includes 'Home', 'Content', 'Training', 'Meetings', 'Seminars', 'Event Management', 'Reports', 'Administration', and 'My Profile'. The 'Administration' tab is selected, and the 'Users and Groups' sub-tab is active. Below the navigation, there are buttons for 'New User', 'New Group', 'Manage Guests', 'View Guests', 'Delete', and 'Info'. The 'New User' button is highlighted with a red box. Below these buttons is a table listing various user groups such as Administrators, Authors, and Meeting Hosts.

- Fill in the required fields with the new user's information (fields without an asterisk are optional).
- Create a password for the user that will be used when they log into the Adobe Connect account or meeting room.
 - By default Adobe will email the new user account information, login and password and prompt the new user to change their password after their first login. If you rather not have either of this options done, simply uncheck the box next to corresponding option.
- You can click **Finish** if you *do not* wish to add the user to a group and assign privileges to your Adobe Account.
- Click **Next** to have the option to assign the user the user to a designated group.

New User Information
New User Information > Edit Group Membership

New User Information

First Name: *

Last Name: *

E-mail: *

Phone Number:

userID:

Job Title:

Division:

department:

Login and Password

Login: **Your current login policy is set to use e-mail address for user login.**

New Password: *

Retype Password: *

Passwords must conform to the following rules:

- Passwords must be between 4 and 32 characters long.

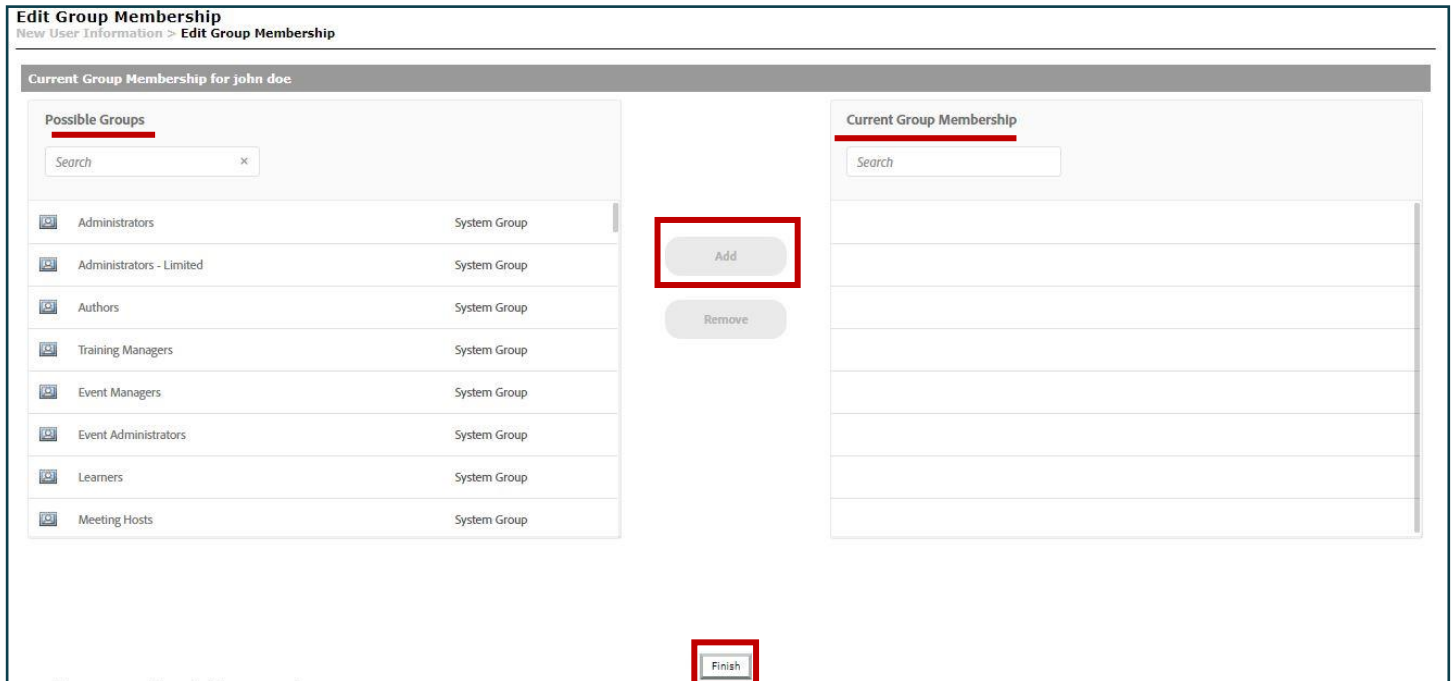
E-mail the new user account information, login and password

Prompt user to change password after next login

*- indicates required fields

Adding/Creating Adobe Connect Users, continued

- From the box to the left labeled as **Possible Groups** select the desired group and click on the **Add** button, you will then see the group name appear under the **Current Group Membership** box to the right.
- Once all desired groups have been added click **Finish** to save.



Edit Group Membership
New User Information > Edit Group Membership

Current Group Membership for john doe

Possible Groups

Search

Administrators	System Group
Administrators - Limited	System Group
Authors	System Group
Training Managers	System Group
Event Managers	System Group
Event Administrators	System Group
Learners	System Group
Meeting Hosts	System Group

Current Group Membership

Search

Add

Remove

Finish