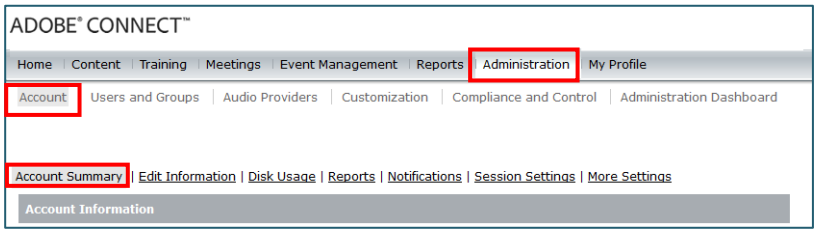
Understanding Licensing and Associated User Groups in Adobe Connect

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

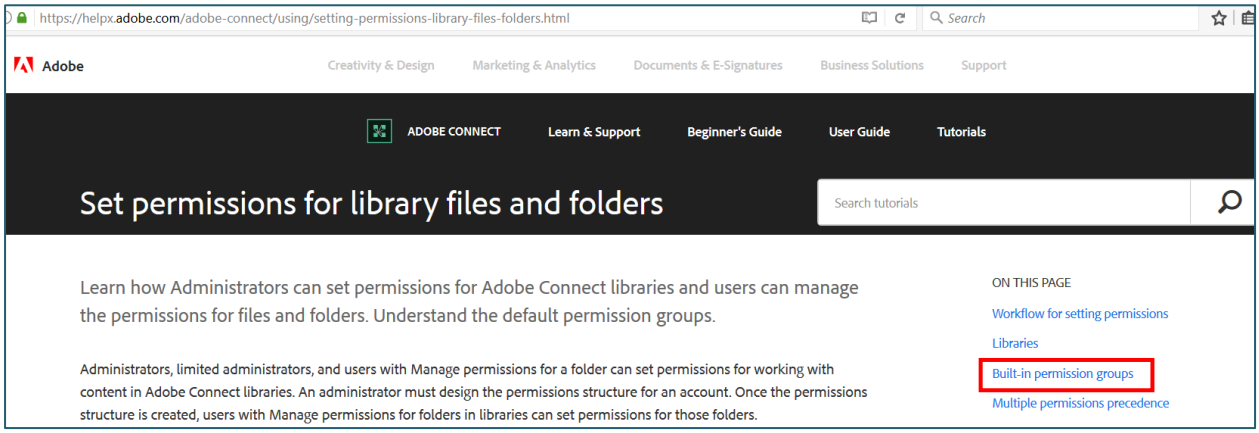
Features

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



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

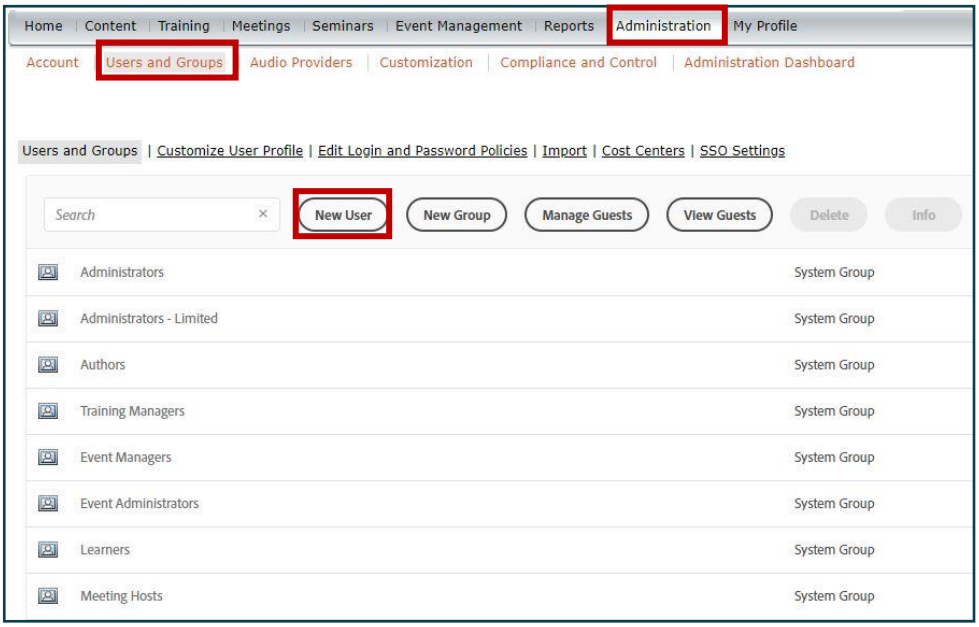
Adding/Creating Adobe Connect Users

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

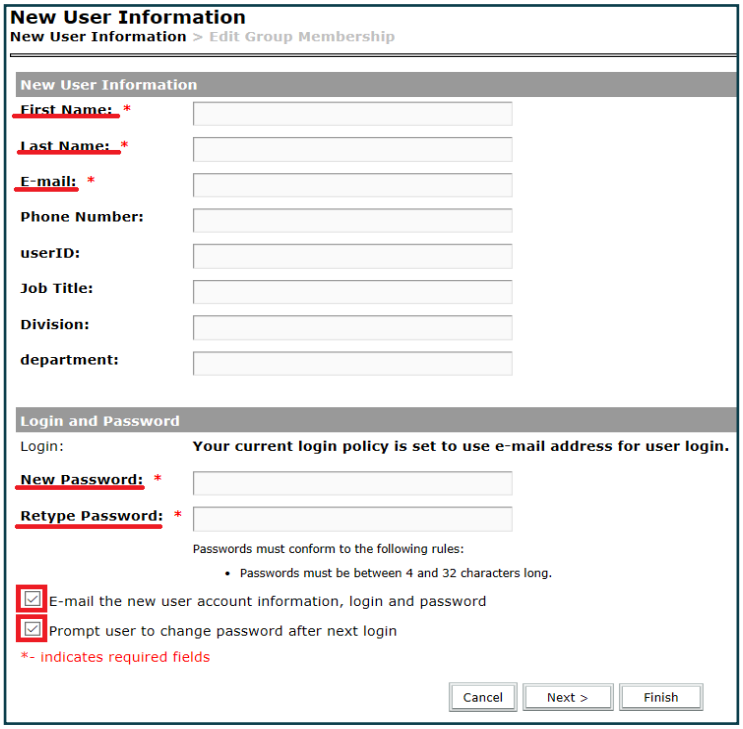
Create a New User

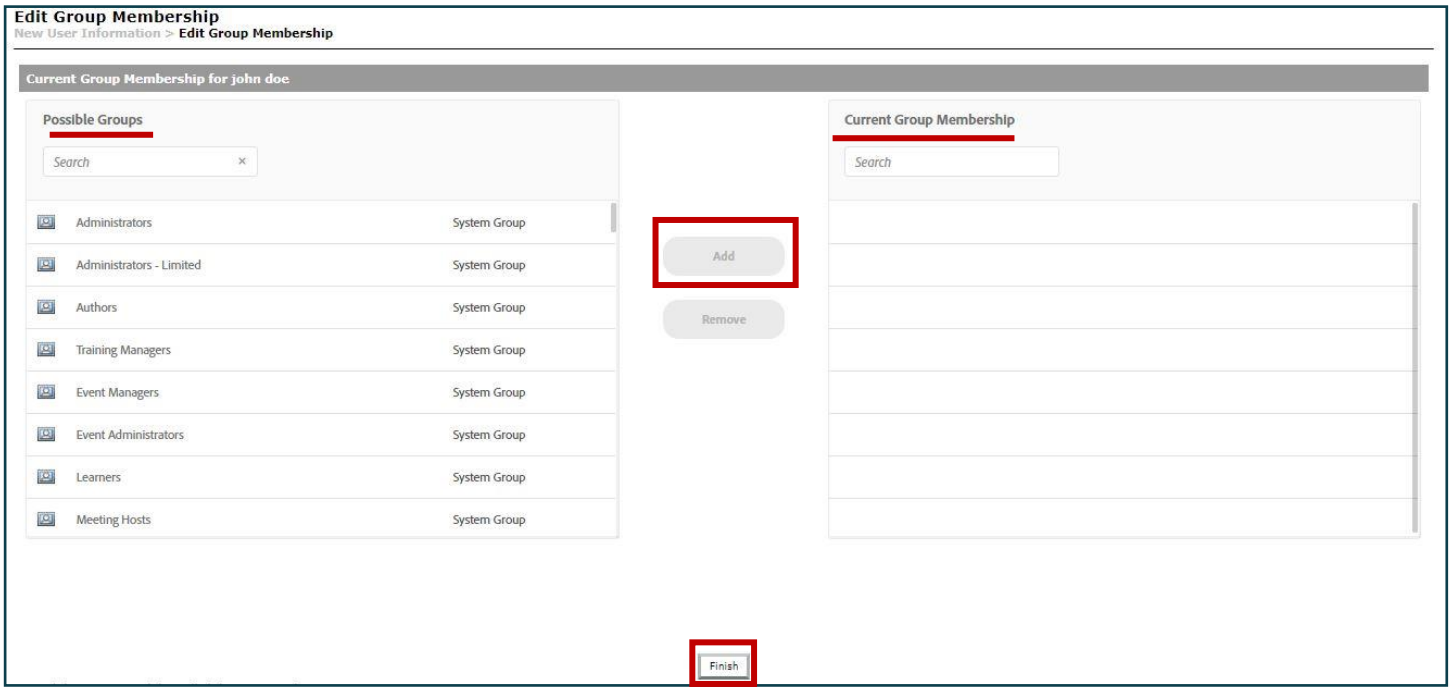
An Administrator will need to log into the Adobe Connect account.

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



- 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.



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.