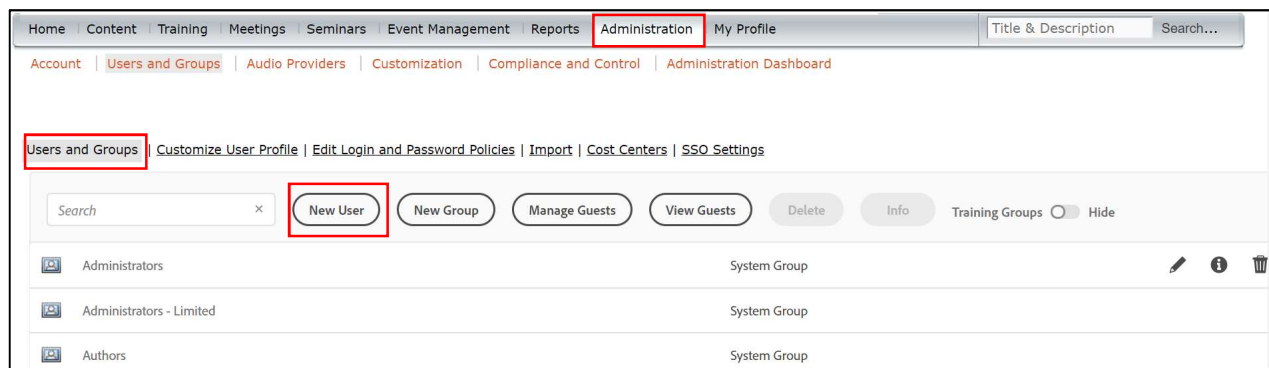# Adding/Creating Adobe Connect Users

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 (i.e. add as a participant ONLY).
- 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 **(click System 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.