

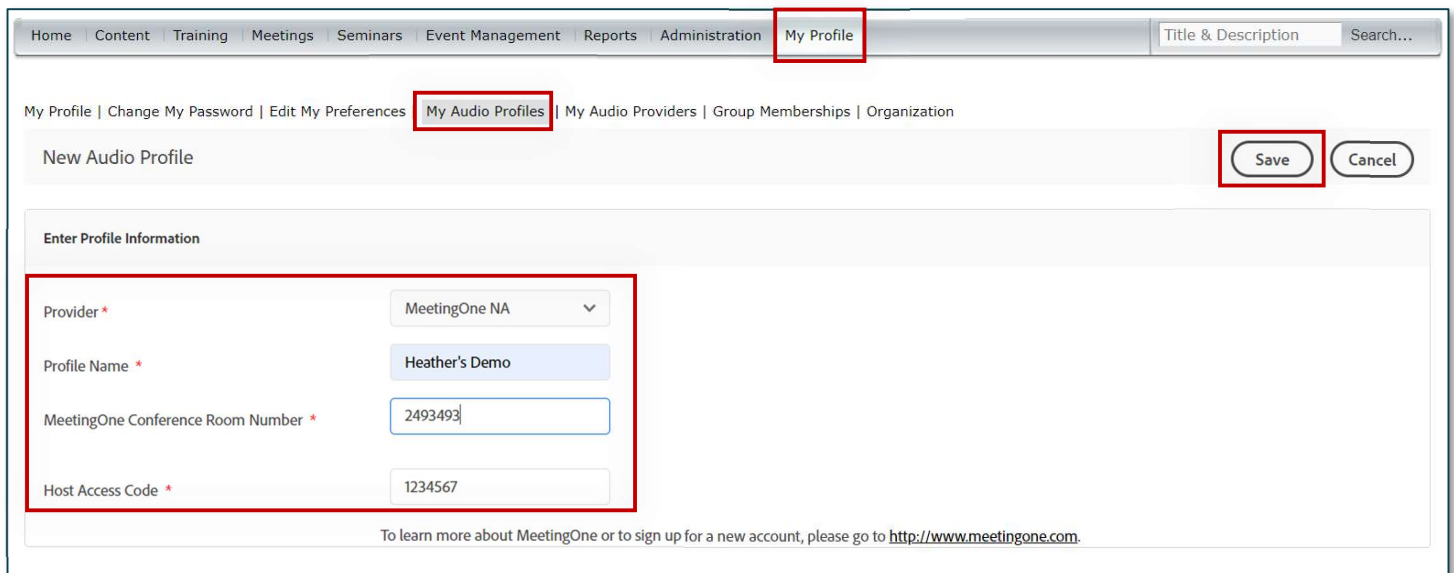
Integrated Audio – Create Audio Profiles

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

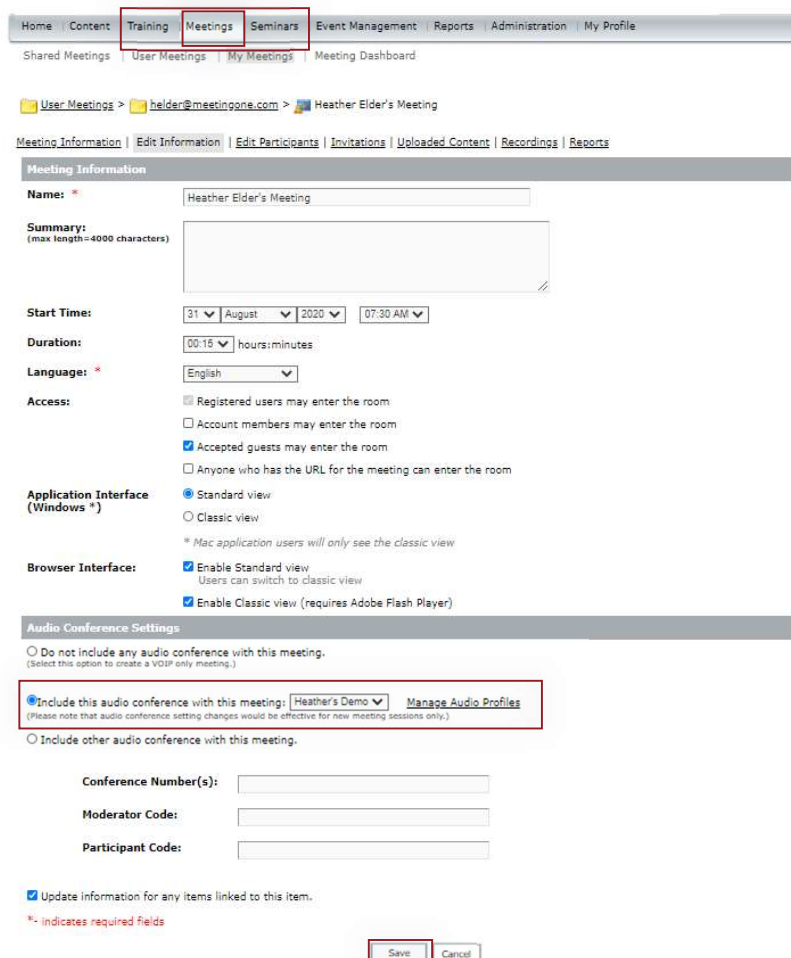
Host Access Code * 1234567

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



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Shared Meetings | User Meetings | **My Meetings** | Meeting Dashboard

User Meetings > helder@meetingone.com > Heather Elder's Meeting

Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | Recordings | Reports

Meeting Information

Name: * Heather Elder's Meeting

Summary: (max length=4000 characters)

Start Time: 31 August 2020 07:30 AM

Duration: 00:15 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

Application Interface (Windows *)

- ☒ Standard view
- ☐ Classic view

* Mac application users will only see the classic view

Browser Interface:

- ☒ Enable Standard view
Users can switch to classic view
- ☒ Enable Classic view (requires Adobe Flash Player)

Audio Conference Settings

☐ Do not include any audio conference with this meeting.
(Select this option to create a VOIP only meeting.)

☒ Include this audio conference with this meeting: Heather's Demo [Manage Audio Profiles](#)
(Please note that audio conference setting changes would be effective for new meeting sessions only.)

☐ Include other audio conference with this meeting.

Conference Number(s):

Moderator Code:

Participant Code:

☒ Update information for any items linked to this item.

*- indicates required fields

Save Cancel