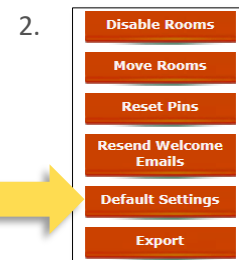


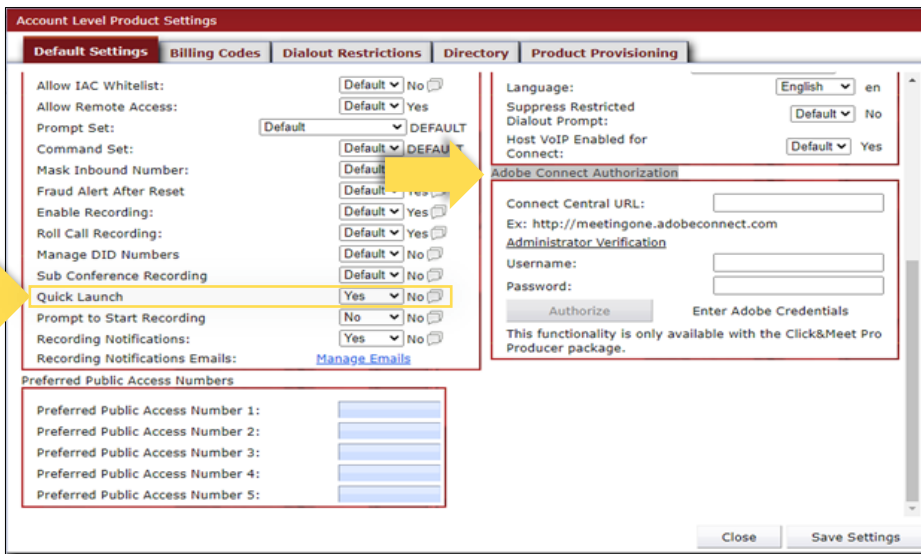
### Getting Started

#### Login to OAM as Account Admin

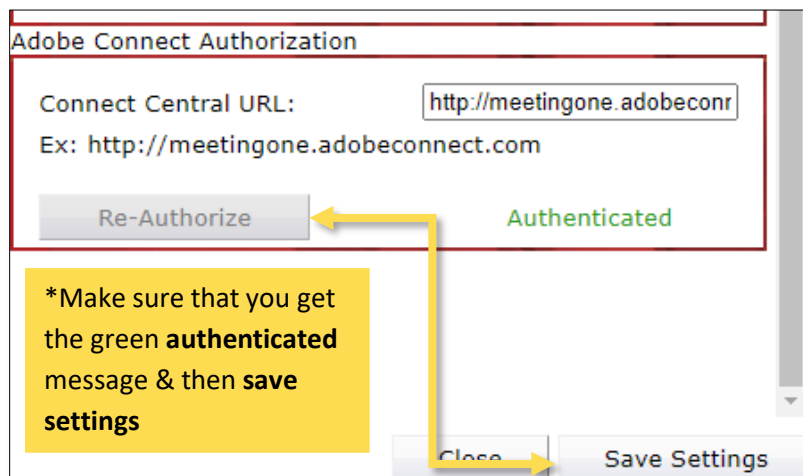
1. Click on the **room** tab
2. Click on **default settings** on the right-hand side
3. Locate the Adobe Connect Authorization section on the bottom right and enter in your **URL** (i.e. `http://abc@adobeconnect.com`) and your **Adobe Connect credentials**
4. Click the **authorize** button
5. Make sure that in the left-hand column the **Quick Launch** setting is set to **Yes**
6. Press Save Settings button after authorizing



3 - 5.



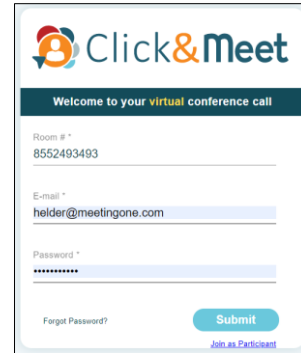
6. Adobe Connect Authorization



### User Guide, continued

#### Login to Click&Meet

- Enter your **Room Number**
- E-mail
- Password



Click&Meet  
Welcome to your virtual conference call


Room # \*  
8552493493

E-mail \*  
helder@meetingone.com


Password \*  
\*\*\*\*\*


[Forgot Password?](#)  [Join as Participant](#)


#### Authorizing Personalized Adobe room in Click&Meet

1. **RIGHT CLICK** the  icon to pull up authorization box
2. In the Adobe Connect Room field **ONLY** put the room name, (i.e. For <https://meetingone.adobeconnect.com/admtr>, provide *"/admtr"* in the first field.)
3. Provide your Adobe Connect credentials in the username and password fields, and click **Verify Room**
4. Once you provide valid information, you will see a confirmation message



1.  icon

2. 3. 

4. 

Adobe Connect Room Authorization

Adobe Connect Room:  
/admtr

Host Verification

Username:  
helder@meetingone.com

Password:  
\*\*\*\*\*


5. Close the Authorization window after "Success!" message
6. If you provide invalid room name or credentials, or both, you will get an error message - Re-enter information, and click verify room

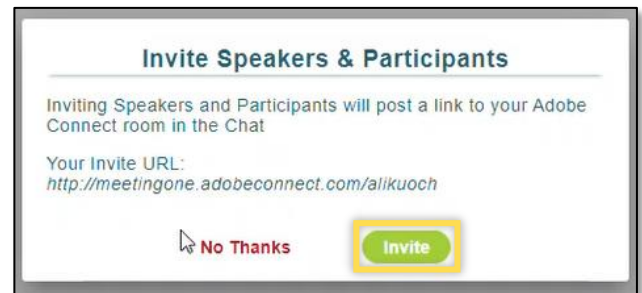


Invalid entry. Please check your Adobe Connect room name and credentials

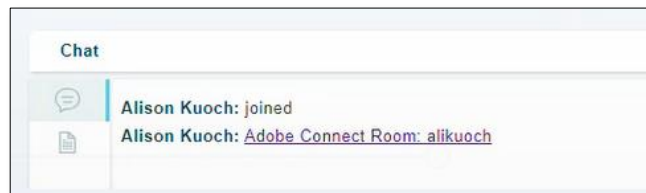
### User Guide, continued

#### Inviting Participants

5. Click directly on the  icon to pull up the “Invite Speakers & Participants” window
6. Host will get this window with two options, **No Thanks** or **Invite**
  - **Invite:** Host can send the Adobe Connect Room URL to participants and other hosts via Chat
  - **No Thanks:** This will only open Adobe Connect Room login page for you to join (will not send to participants)



#### Host Chat View after inviting:



#### Participant Chat View after inviting:

