

## Create an Adobe Connect Meeting

Log in

ADOBE® CONNECT™

Login:

Password:

[Forgot your password?](#)

Login

Visit [wm.adobeconnect.com](http://wm.adobeconnect.com) to enter your login ID and password. (Email April, [adlawrence@wm.edu](mailto:adlawrence@wm.edu) or Sharon, [slstone01@email.wm.edu](mailto:slstone01@email.wm.edu) to acquire your credentials).

Select Meetings



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My Meetings



Resources

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View



Name

Start ...


Role

## Select New Meeting



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**Name** ▶



[Shared Templates](#)



[Adobe Connect Demonstration](#)

## Enter Meeting Information

### Enter Meeting Information

Enter Meeting Information > Select Participants > Send Invitations

#### Meeting Information

Name: \*

Custom URL:

http://wm.adobeconnect.com/

(Leave this field blank for a system-generated URL, or include a unique URL path. Please use only ascii alphanumeric characters or hyphens. For example: "product-demo" will result in http://wm.adobeconnect.com/product-demo/)

Summary:

(max length=1000 characters)

Start Time:

6 | September | 2011 | 09:00 AM

Duration:

01:00 | hours:minutes

Select Template:

Shared Templates\Default Meeting Templat

Language: \*

English

Access:

- Only registered users may enter the room (guest access is blocked)
- Only registered users and accepted guests may enter the room
- Anyone who has the URL for the meeting can enter the room

#### Audio Conference Settings

- Do not include any audio conference with this meeting.
- Include audio conference details with this meeting.

Conference Number(s):

1. Name your meeting. Use your last name as part of the naming convention. If the meeting is for a course, also use your course abbreviation. Ex. LawrenceEDU305
2. You may enter a custom url. Ex. /EDU305
3. You may provide a brief summary of the meeting space. (This is not required).
4. Select a start time. Note that this only indicates the date that the meeting was created.
5. Enter a duration. Note that the meeting will persist after the designated duration.
6. No need to select anything here.
7. **Be sure to select "Anyone who has the URL...". You will email the url to meeting participants.**
8. Do not include any audio conference with this meeting.  
Select "Finish".

## Meeting Created


### Meeting Information

Name: **Lawrence EDU305**

Summary: **This is the virtual meeting space for EDU 305, Fall 2011.**

Start Time: **09/06/2011 9:30 AM**


Duration: **02:00**

URL: **<http://wm.adobeconnect.com/edu305/>** 

Number of users in room: **0**

Language: **English**

Access: **Anyone who has the URL for the meeting can enter the room**



You will then see a Meeting Information page which confirms that your meeting space has been created. You can copy the url to email to meeting participants, and you can visit the meeting space by selecting "Enter Meeting Room".



# Learn Adobe Connect 8

These tutorials and learning resources from Adobe and community experts provide a core overview of Adobe® Connect® 8.

## Getting started

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### Setup

Installation and configuration for administrators

### Tutorials

[Getting Started \(GS\) tutorials, Learn Connect 8 show \(video series\)](#)

### Overview

[What is Adobe Connect 8? \(video 04:04\)](#)

[Quick start guide for hosts \(PDF\)](#)

[Quick start guide for participants \(PDF\)](#)

[What's new for hosts \(video 02:52\)](#)

[What's new for presenters \(video 02:45\)](#)

[What's new for participants \(video 02:06\)](#)

## Learn more

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### Meeting essentials

[Meeting roles and interface overview \(video 05:50\)](#)

[Attending a meeting \(video 01:50\)](#)

[Creating a meeting \(video 03:47\)](#)

[Sharing screens and applications \(video 03:59\)](#)

[Accessibility in Adobe Connect 8 \(video 03:11\)](#)

### Setting up training sessions and events

[Training overview \(video 02:48\)](#)

[Creating courses and curriculums \(video 08:12\)](#)

[Events overview \(video 05:12\)](#)

If you would like to explore more features and tools for creating a meeting, please visit Adobe Connect's extensive help pages and video tutorials at

<http://www.adobe.com/support/connect/gettingstarted/index.html>