

****Adobe Connect 8****

Creating an Adobe Connect Meeting

The instructions below provide you instructions for creating an Adobe Connect meeting.

To create an Adobe Connect Meeting:

- a. Log into Adobe Connect.
- b. Click the **Meeting** button. The **Enter Meeting Information** page displays.
- c. Enter a name for your meeting in the **Name** text box.
- d. Enter a descriptive name in the **Custom URL** box that describes your meeting. This step is optional, as **Adobe Connect** generates this URL automatically.
- e. Click the **Start Time** dropdown menus to establish a start time and date for your meeting.
- f. Click the **Duration** dropdown menu to establish the duration of your meeting.
- g. Click one of the **Access** radio buttons to determine who will be allowed to enter your meeting room.
- h. Click the **Next** button. The **Select Participants** page displays.

Note: You are currently the only participant assigned to this meeting. If you wish to add additional faculty members or administrators to the meeting, select the additional participants from the *Available Users and Groups* list box and click the *Add* button.

- i. Click the **Finish** button if no other faculty member or administrator will participate in this meeting.