Creating a Meeting

Instructors can create a meeting to provide synchronous contact with students. Meeting rooms remain even after the session has ended. If you created a meeting room in the past, you can use that room for future meetings, avoiding the need to create a new room and a new link every semester.

Creating a Basic Meeting Room:

   ***NOTE: You will need to use the Username and Password associate with your unit/area.
2. Select Meetings.
3. Select New Meeting.
4. Enter the Name of the meeting.
5. ***OPTIONAL STEP: Enter a custom URL.
6. ***OPTIONAL STEP: Enter a Summary for the meeting.
7. Select a Start Time.
   ***NOTE: If you do not select a new time, the time when you created the meeting will be used.
8. Select the Duration of the meeting.
9. Select a Language.
   ***NOTE: English is default.
10. Select the radio button next to Anyone who has the URL for the meeting can enter the room.
    ***NOTE: Students will need to log in as guests when they enter the room.
11. **OPTIONAL STEP:** Select your Audio Conference Settings.

**NOTE:** This is most often left as “Do not include any audio conference with this meeting.” unless you wish to have students call a conference line.

12. Select the Checkbox next to Update information for any items linked to this item.


14. Your meeting room is now set up. Review the meeting information as needed.

**NOTE:** You will need to keep the URL to send to students so they are able to log into the meeting room.

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Adding Adobe Connect Users While Creating a Room:

**IMPORTANT NOTE:** Only Instructors who will have presenter and/or host rights should be added this way.

1. Follow Steps 1-12 of Creating a Basic Meeting Room.

13. Select Next.
14. Select the **Name** of the users you wish to add to the meeting.

***NOTE:*** In order for a user to be on the list, they must have registered an Adobe Connect account through the eLearning Department.

***NOTE:*** Users are added as participants by default.

15. Select **Add**.

16. If you wish to change a user's permissions, select the **Name** of the user from the Current Participants window.

17. Select **Permissions**.

18. Select the appropriate **Permission**.

19. Select **Next**.

20. **Review** the meeting information.

21. Select **Finish**.