

Setting Up a Meeting in Adobe Connect

Before You Begin

In order to use Adobe Connect, you must have Adobe Flash Player installed. To verify that you have Flash player, and that it is a supported version, go to https://online.imsa.edu/common/help/en/support/meeting_test.htm . This page will run an automatic test to make sure your system meets the requirements. If you do not have flash player installed, install it or contact the helpdesk for support.

Setting Up the Meeting

In order to create a meeting in Adobe Connect, you must be given access to do so. To be granted access, please contact the helpdesk.

1. In your web browser go to <https://online.imsa.edu>. Log in with your IMSA user name and password.
2. Click the “Meetings” tab. Then click the “New Meeting” button.
3. Fill out the meeting information.
 - a. Enter a meeting name in the “Name:” field.
 - b. In the “Custom URL:” field enter the meeting name without spaces or special characters.
 - c. Fill out the summary, start time, and duration.
 - d. For Access, choose the appropriate option.
 - i. If you choose the “Only registered...” option, then participants will have to log in with a username and password.
 - ii. If you choose the “Only registered users and accepted guests...” option, participants can enter as guests by entering a screen name. These guests must be approved by the meeting host as they enter the meeting.
 - iii. If you want to make the meeting open to the general public, choose the “Anyone who has the URL...” option.
 - iv. Leave all other fields as they are.
 - v. Click the “Next >” button to move on to the next page.
4. Select Participants.

- a. From the list at the left, select the users you would like to have participate in the meeting.
 - i. To use the search feature, click the “Search” button and type a portion of the users name in the search field. Select the desired user or users from the list and click the “Add” button. By default, those you add will be given “Participant” permissions. This means that their webcams and microphones will be disabled when they enter. If you raise the permission level for a participant to “Presenter” they will be able to turn on their webcam and microphone if they so desire.
 - ii. To raise the permission level for a participant, select that person from the Current Participants list on the right side of the page and click the “Permissions” button. Select “Presenter” from the list. Multiple participants can be selected by holding the “Ctrl” key as you select. Repeat as necessary. As a matter of best practice, when hosting a large meeting (more than 10 participants) it is best to minimize the number of “Presenters.” This helps to reduce background noise and improve the overall flow of the meeting. Once you are done, click the “Next >” button.
- b. On the “Send Invitations” page you can choose whether or not to send an e-mail notification to the participants of the meeting. Adobe Connect can only send invitations to people who have an account.
 - i. If you want to invite someone to the meeting as a guest, you can email them the link to the meeting. This will be covered in subsequent steps.
 - ii. If you choose to send invitations through adobe connect, select “Send Invitations” and select which set of users you want the notification to go to from the dropdown. Fill out the fields for the subject of the message and the message body.
 - iii. Click the “Finish” button.
- c. The final page will come up showing a summary of the meeting information. If you want to invite participants to the meeting as guests, copy and paste this URL into an e-mail and send it to those individuals. Be sure to include the date and time of the meeting, as well as a description of the content/purpose. Please include the following in the e-mail so that new users can test their system’s configuration prior to the start of the meeting.

Test Your Adobe Connect Connection

If you have never attended an Adobe Connect meeting before, please test your connection: https://online.imsa.edu/common/help/en/support/meeting_test.htm

You may also include a link to instructions for attending a meeting located at <https://online.imsa.edu/attendingmeetinginadobeconnect/>

In order to ensure that the Adobe Connect continues to perform well long into the future, delete meetings that will not be used again. A meeting can be deleted by clicking the "Meetings" tab on your Adobe Connect home page, then clicking the checkbox next to the meeting, and clicking the "Delete" button. If you plan to reuse a meeting you should update the start time by clicking on the desired meeting, then "Edit Information. Meetings with start times more than six months old are subject to deletion by ITS.