

## Instructions for using your new adobe connect license:

Now that you have been issued your license from Adobe Connect Volume Licensing please open the email titled ***Your Adobe Connect account info and resources***

This e-mail contains important information regarding your license, support that is available as well as live and on-demand training resources available to you and your colleagues. Please keep this information in a safe place as you may need it again.

In this email you will see the following information:

**Account Name:**

ABCDEFGH

**Account Domain:**

ABCDEFGH.adobeconnect.com

**Account Administrator Login:**

An email address

**Account Password:**

XYZI

To activate your license please copy and paste the account domain into a browser window on your PC and the following page should show:



You then need to login with the username and password provided in your adobe license email as per the email. The first time you log in you will be asked to accept the end user license agreement.

You are now logged into Adobe Connect as an administrator.

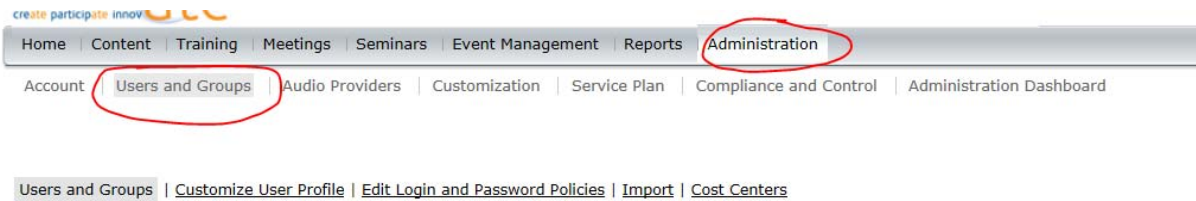
## Assigning Meeting Hosts to this license

As the administrator you will now see a tab at the top of the adobe connect tool bar with the word "administration". If you click on the account tab below this you will see a summary of your license, which would include named hosts, events managers and any other licenses you may have purchased.

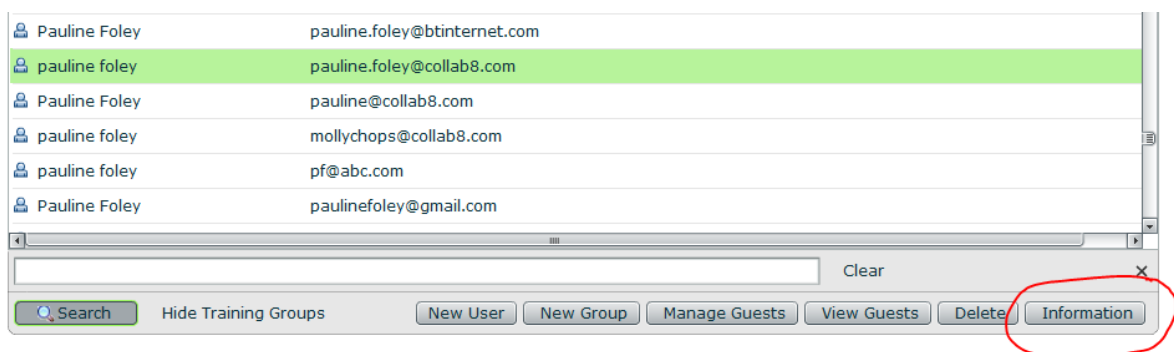
You should note that the Administrator can create new users and groups, can allocate meeting hosts and other licenses to these users and can see all user directories in the system. However, the administrator does not have any rights in regards to meetings and content, unless the Administrator is also assigned one of these system roles. Administrators so not need to be meeting hosts – you can have account administrators who are not meeting hosts.

To make the administrator ( you ) a meeting host:

1. choose users and groups under the administration tab, where you will see the administrators names listed.



2. where your name is listed please click on this so that a green bar appears across your name and then to the bottom right click "information"



3. Once in information choose "Edit group membership"

[User Information](#) | [Edit Information](#) | [Edit Group Membership](#) | [Select Manager](#) | [Edit Team Members](#) | [Reports](#)

Current Group Membership for pauline toley

Possible Groups		Current Group Membership	
Administrators	System Group	Administrators	Administrators
Administrators - Limited	System Group	Administrators - Limited	Administrators - Limited
Authors	System Group	Authors	Authors
Training Managers	System Group	Training Managers	Training Managers
Event Managers	System Group	Event Managers	Event Managers
Event Administrators	System Group	Event Administrators	Event Administrators
Learners	System Group	Learners	Learners
Meeting Hosts	System Group	Meeting Hosts	Meeting Hosts
Seminar Hosts	System Group	Seminar Hosts	Seminar Hosts
aaa	Administrator Group	abc	abc

Search

Highlight the word "meeting Host" on the left hand side and click the "add" feature. This will now ensure you are a meeting host of all meetings that you set up.

To set up additional meeting hosts – you must first create them as users and then assign them as meeting hosts. Once the license limit of meeting hosts has been reached you will no longer be able to create any additional meeting hosts unless you increase your license capacity.

Please note that meeting hosts must be named individuals and not be generic or shared user names. There can only be one individual assigned to each meeting host license.

## Creating Meeting Rooms:

To Create your meeting rooms go to "Home" tab at the top of the adobe interface and click create new meeting

ADOBE™ CONNECT™

My Profile | Help | Logout: pauline foley

Home Content Training Meetings Seminars Event Management Reports Administration

Create New: MEETING CONTENT VIRTUAL CLASSROOM COURSE CURRICULUM EVENT

Times displayed in : (GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London

My Calendar My Training Training Catalog My Meetings Resources

**My Meetings** View

Name:	Sta...	Role
Omniplex Articulate ...	Open 05/...	Host
Omniplex Training	Open 05/...	Host
Break Out Demonstr...	Open 04/...	Host
London School of Th...	Open 04/...	Host
effective online webi...	Open 04/...	Host
Queen Mary	Open 04/...	Host
British Study	Open 03/...	Host
Adobe Connect Dem...	Open 03/...	Host
Lsthm	Open 03/...	Host

**customised names**

Overview

Name: customised names  
URL Path: <http://collab8.adobeconnect.com/custom/>  
Summary: sdf/ljsd/fjsd/fgj/sdfjgm/fdlkqjmj/fdljkqdf/kj/  
Start Time 11/13/2013 1:00 PM  
Duration 01:00  
Language English

Conference Numbers:  
Participant Code:

**Enter Meeting Information**  
Enter Meeting Information > Select Participants > Send Invitations

**Meeting Information**

Name: \*

Custom URL: <http://collab8.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://collab8.adobeconnect.com/product-demo/>)

Summary: (max length=4000 characters)

Start Time: 26 November 2013 05:00 PM

Duration: 01:00 hours:minutes

Select Template: Shared Templates\Default Meeting Template

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.  
(Select this option to create a VOIP only meeting.)

Include this audio conference with this meeting: Select One - Manage Audio Profiles  
(Please note that audio conference setting changes would be effective for new meeting sessions only.)

Begin by naming the room and providing a personalised URL which will be shared with any of your colleagues joining your room.

Scroll down and choose the option "anyone who has the URL can enter the meeting room."

**To add your audio bridge please refer to the user guide also sent along with this**

Click finish

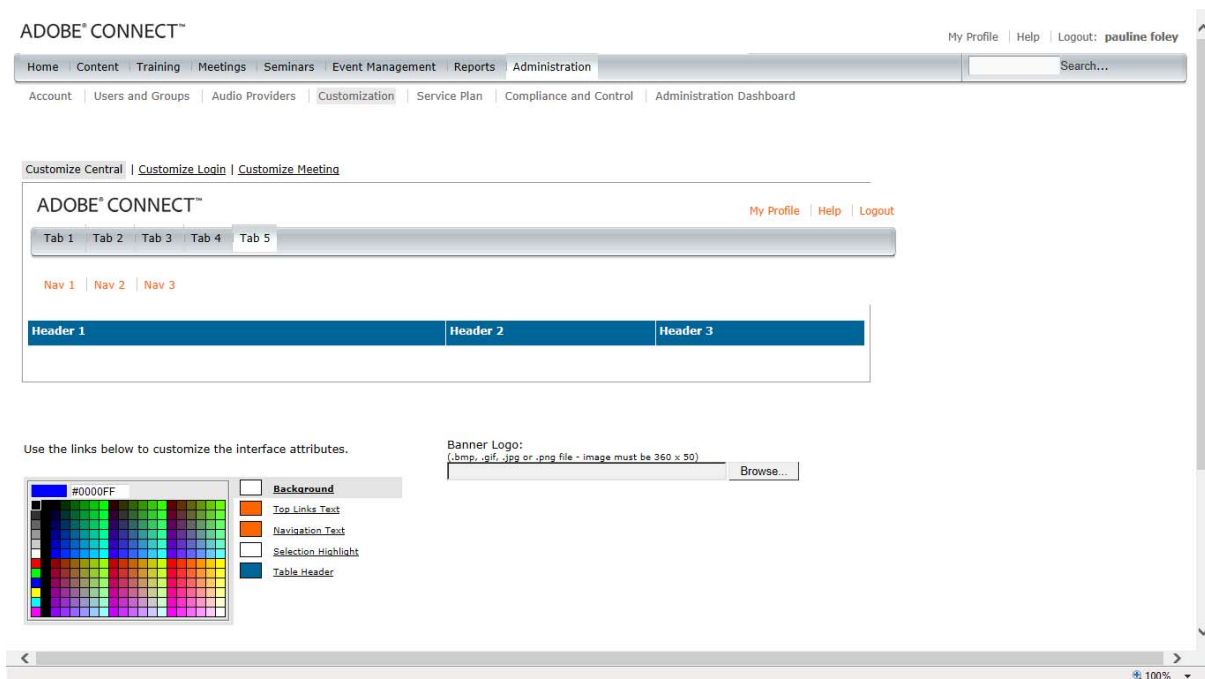
This room will now appear on your home page with an Open tab to the right of it

**For further instructions on using your meeting room please refer to the quick user guide we have also included.**

**To brand your account:**

Choose "administration" and then "customisation"

To brand the login page choose "customise login" and insert your company banner logo when prompted



To brand a meeting room with your own company colours choose "customise meeting" and from there you will see a list of areas that can have their colour changes to fall more in line with your own company colours

