

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***

ACCESS YOUR LICENSE

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:

meeting123456.adobeconnect.com

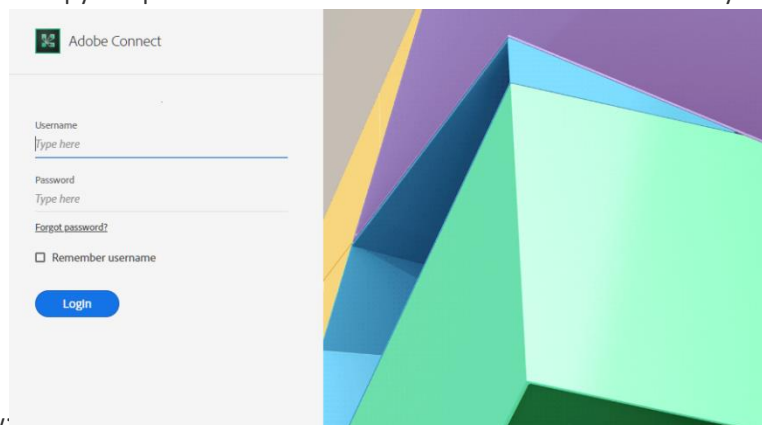
Account Administrator Login:

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.

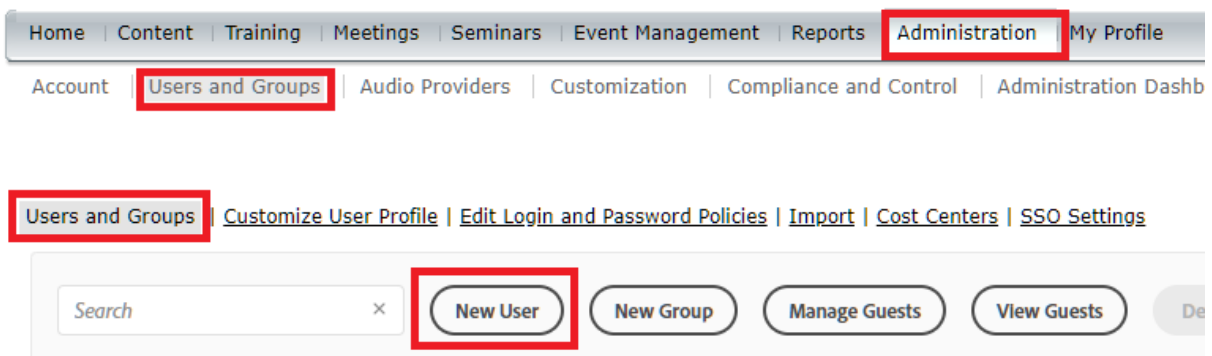
ASSIGNING USERS AND MEETING HOSTS TO THIS LICENSE

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 groups, such as meeting hosts. Administrators do not need to be meeting hosts – you can have account administrators who are not meeting hosts.

HOW TO CREATE A USER AND / OR MEETING HOST:

1. **Choose users and groups under the administration tab**, where you will see the system groups listed and any users already generated on the system.



You can add new users – by clicking on the new user button.

Follow the wizard through. You only need to add users if you want everyone that uses or accesses your meetings to authenticate themselves, otherwise just set up the necessary roles such as Administrators and meeting hosts.

- a. Step 1 - provide First Name, last Name, E-mail (default login) and password
- b. Step 2 you can add then to a system group
 - i. Administrators – full access to Connect Central (no host rights) – add and remove users / branding / can see all rooms
 - ii. Meeting hosts – can create and host live meeting, have access to shared areas and their own private areas

New User Information

New User Information > Edit Group Membership

New User Information

First Name: *

Last Name: *

E-mail:

Phone Number:

Login and Password

Login: *

New Password: *

Retype Password: *

Passwords must conform to the following rules:

- Passwords must be between 4 and 32 characters long.

- ☒ E-mail the new user account information, login and password
- ☒ Prompt user to change password after next login

* - indicates required fields

Click on next button, where you can select which groups this user will have access to and the permissions they have. Once you finish this wizard an e-mail will be sent to that user with their credentials, assuming you left the boxes checked when entering the user details.

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.

MANAGING MEETING HOSTS :

Mouse over the group meeting host and this will expose an edit icon (pencil icon), when you click on this icon to the right hand side of the meeting host group you can edit who is added or removed from the meeting host group.

Users and Groups | [Customize User Profile](#) | [Edit Login and Password Policies](#) | [Import](#) | [Cost Centers](#) | [SSO Settings](#)

Training Groups ☐ Hide

	Administrators	System Group	
	Administrators - Limited	System Group	
	Authors	System Group	
	Training Managers	System Group	
	Event Managers	System Group	
	Event Administrators	System Group	
	Learners	System Group	
	Meeting Hosts	System Group	
	Seminar Administrators	System Group	

Then select the name you wish to add from the left hand side and select ADD or the name you wish to remove from the right hand side and select REMOVE.

[Group Information](#) | [Edit Information](#) | [Edit Group Membership](#)

Current Group Members for Meeting Hosts

Possible Group Members

	Sam Milligan	Sam
	Steve Milligan	M35STEVE.3
	steve milligan	asd.kfhbasdf.kfhbasdf.khbadf,
	Steve Milligan	steve
	Steve Milligan	MOODLE_DEMO.steve.milligan@collab8.com

Current Group Member:

	Nisai Group
	Amy Colley
	c T
	Celia Kelly
	Christie Marr
	Christof Kastner

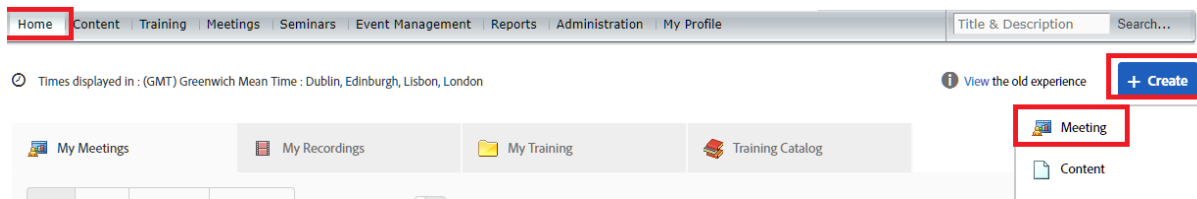
Please note that meeting hosts must be named individuals and not be generic or shared user names. There can only be one individual assigned to each meeting host license.

NAMED WEBINARS / SHARED WEBINARS & VIRTUAL CLASSROOMS

Same process for meeting hosts but just allocate to the named webinar group or VC 200 group. Shared webinars users need to be added to the seminar administrator's group.

CREATING MEETING ROOMS:

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



ENTER MEETING INFORMATION

1. You can enter a custom room name
2. You can give a custom URL
3. Allow any users, if you have not created authenticated users on the system
4. Choose HTML5 to allow browser based versions, not requiring an application to be installed

Enter Meeting Information

Enter Meeting Information > Select Participants > Send Invitations

Meeting Information	
Name: *	Custom room name 1
Custom URL:	http://collab8.adobeconnect.com/ customurl 2 <small>(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/)</small>
Summary: (max length=4000 characters)	<div></div>
Start Time:	1 April 2020 11:45 AM
Duration:	01:00 hours:minutes
Select Template:	Shared Templates/Default Meeting Template
Language: *	English
Access:	<input type="radio"/> Only registered users may enter the room (guest access is blocked) <input type="radio"/> Only registered users and account members may enter the room <input type="radio"/> Only registered users and accepted guests may enter the room <input checked="" type="radio"/> 3 Anyone who has the URL for the meeting can enter the room <small>Optional Passcode Protection (in addition to the Access settings above)</small> <input type="checkbox"/> Users must enter room passcode <div></div>
HTML Client:	4 <input checked="" type="checkbox"/> Enable HTML client for participants <small>Learn more about HTML client capabilities and limitations.</small> <small>(This setting is applicable only if Administrator has NOT enabled 'force launch session in Adobe Connect application' under Advanced Settings. When this setting is enabled, all user sessions for Adobe Connect will be launched in an HTML Client for participants.)</small>

As you complete the wizard you can add users / other hosts, schedule an invitation or simple click finish at any time to get the URL of the meeting, which you can then copy and paste into e-mails or your own calendar invitations.

WEBINARS AND VIRTUAL CLASSROOM USERS

Do not create meetings, if you are a virtual classroom user then you should use the training tab and if you are a webinar user then use either the shared seminar option or user / my seminar option. Then select the folder where you want to create the room.

Shared Seminars

Seminar Room List | [Edit Information](#) | [Set Permissions](#)

Name	Start Time	End Time	Quota
Seminar License # 3827646173	04/03/2020 1:15 PM	01/01/2021 7:00 AM	1000
Seminar License # 3827646175	04/03/2020 1:15 PM	01/01/2021 7:15 AM	500

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

Customize Central | **Customize Login** | Customize Meeting | Customize HTML Meeting

Meeting Name

collaborate
create participate innovate

Guest Registered Users

Name

By entering a Name & clicking "Enter Room", you agree that you have read and accept the Terms of Use & Privacy Policy.

#0000FF

Meeting Title

☐ Login Text

☐ Background

☐ Button Text

☐ Button Background

Main Logo:
(.bmp, .gif, .jpg or .png file - image must be 410 x 310)

No file chosen

Banner Image:
(.bmp, .gif, .jpg or .png file - image must be 1000 x 720)

No file chosen

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.

OTHER USEFUL RESOURCES

Getting Started: https://www.connectusers.com/learning_center/getting_started/

- [Adobe Connect Downloads and Updates](#)
- [Adobe Connect Extensions and Custom Pods](#)
- [Adobe Connect Wallpaper Gallery](#)