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:

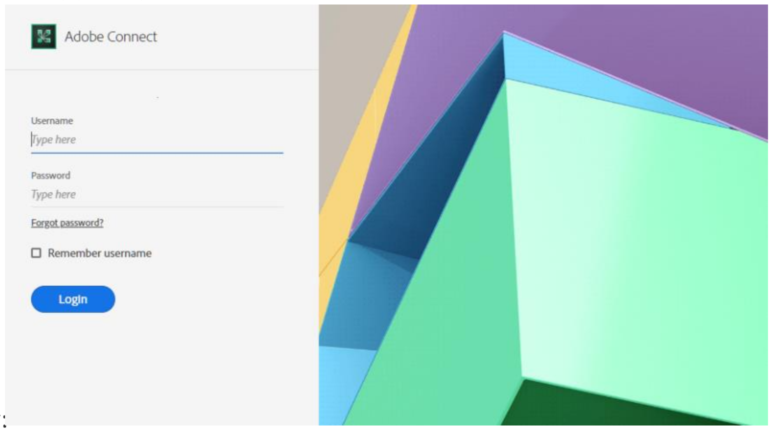
Account Name:
ABCDEFGH

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.

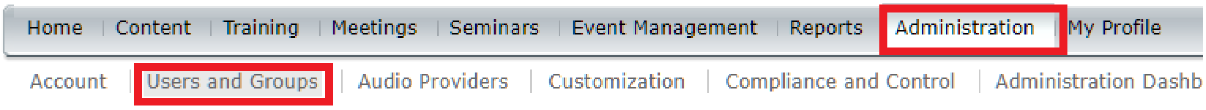
ASSIGNING USERS AND MEETING HOSTS TO THIS LICENSE

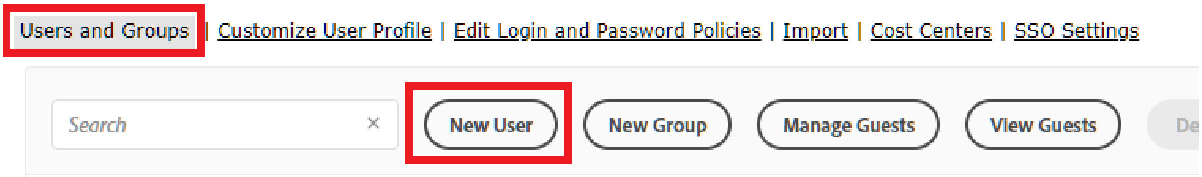
As the administrator you will now see a tab at the top of the adobe connect tool bar with the word "administration". If you click on the account tab below this you will see a summary of your license, which would include named hosts, events managers and any other licenses you may have purchased.

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 so 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.

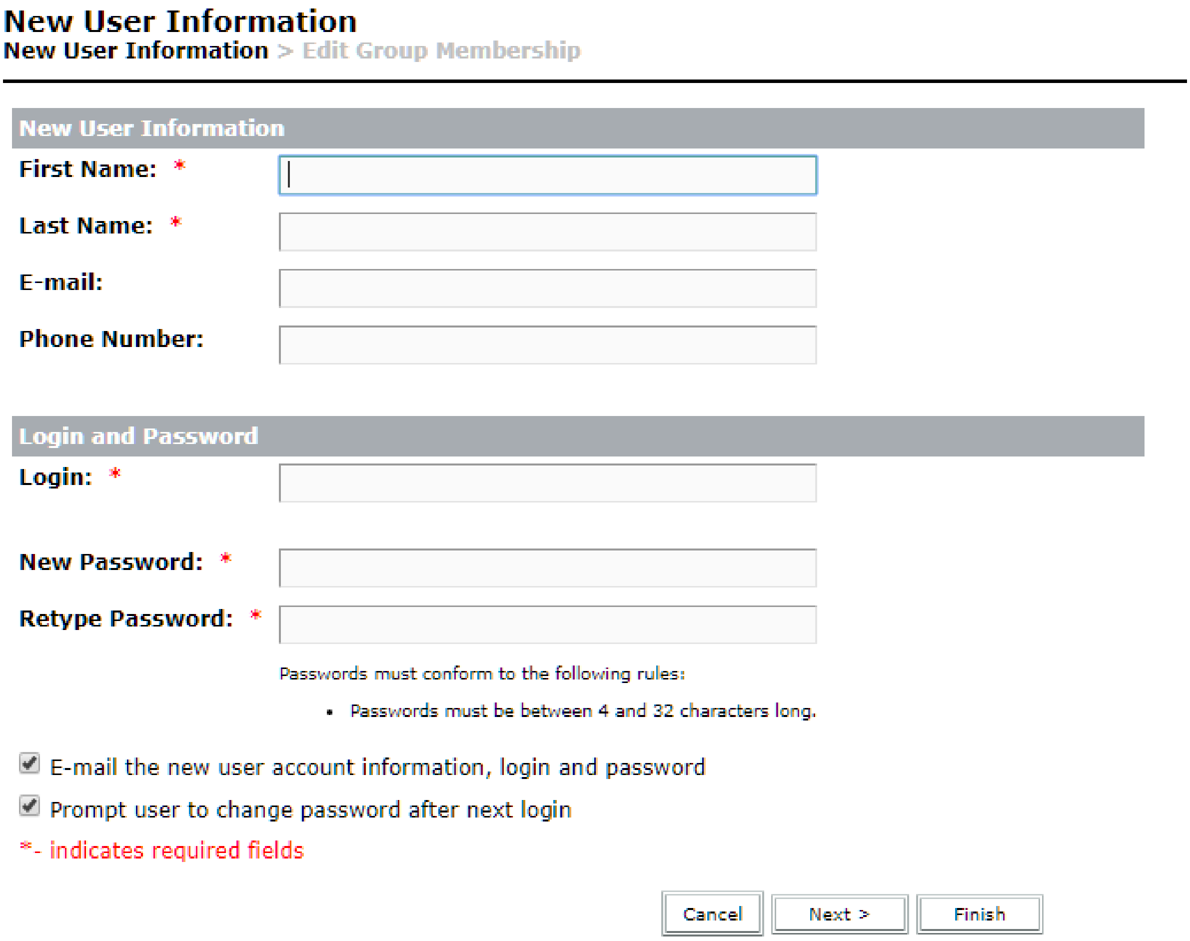




You can add new users – by clicking on the new user button.

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

a. Step1 - 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

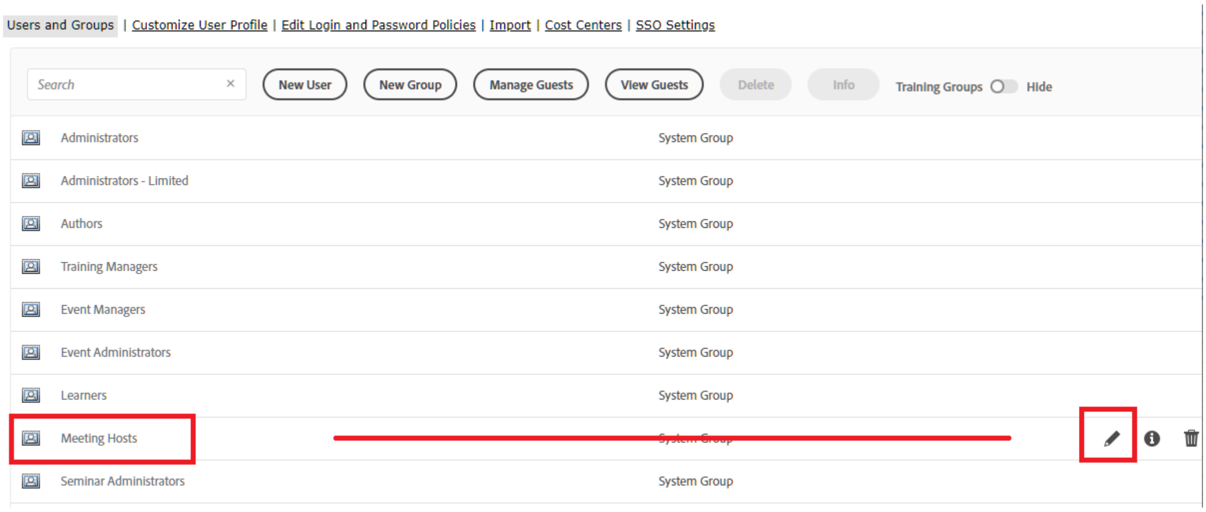
Cancel | Next > | Finish

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.

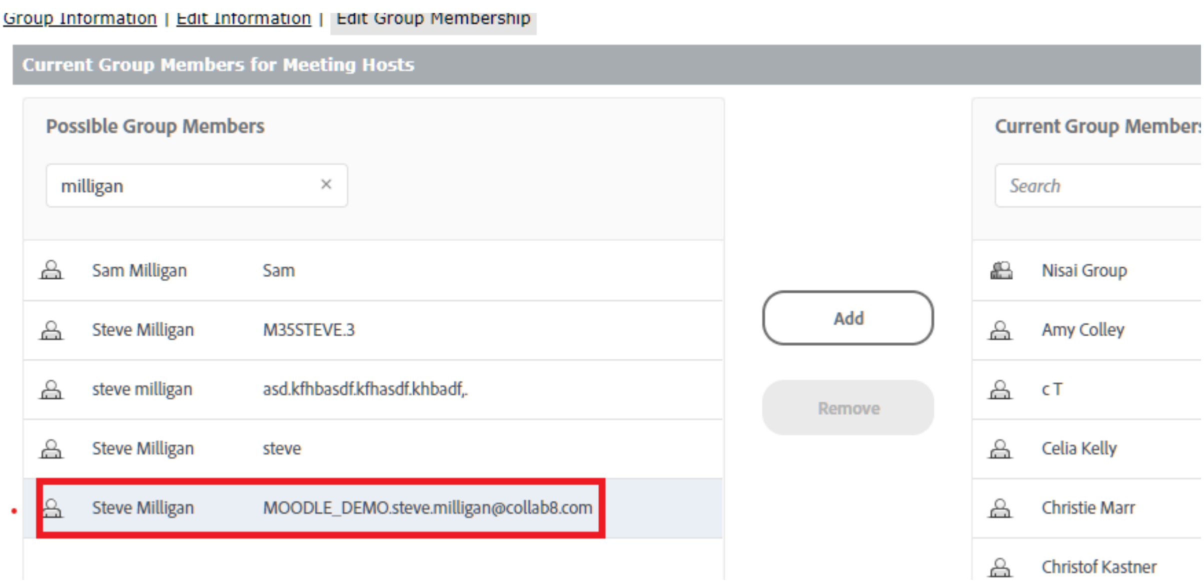
To set up additional meeting hosts – you must first create them as users and then assign them as meeting hosts. Once the license limit of meeting hosts has been reached you will no longer be able to create any additional meeting hosts unless you increase your license capacity.

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.



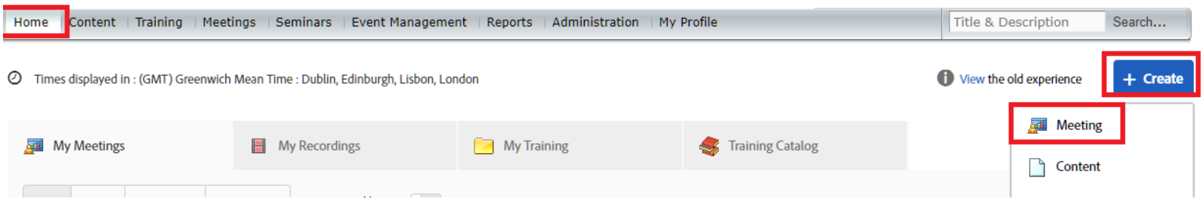
Then select the name you wish to add from the left hand side and select ADD o the name you wish to remove from the right hand side and select REMOVE.



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.

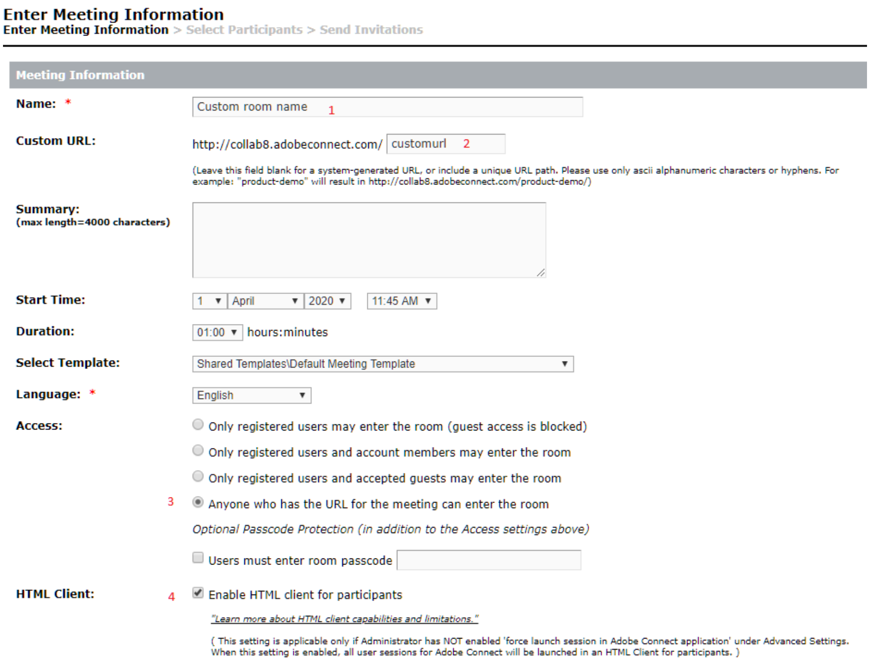
CREATING MEETING ROOMS:

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

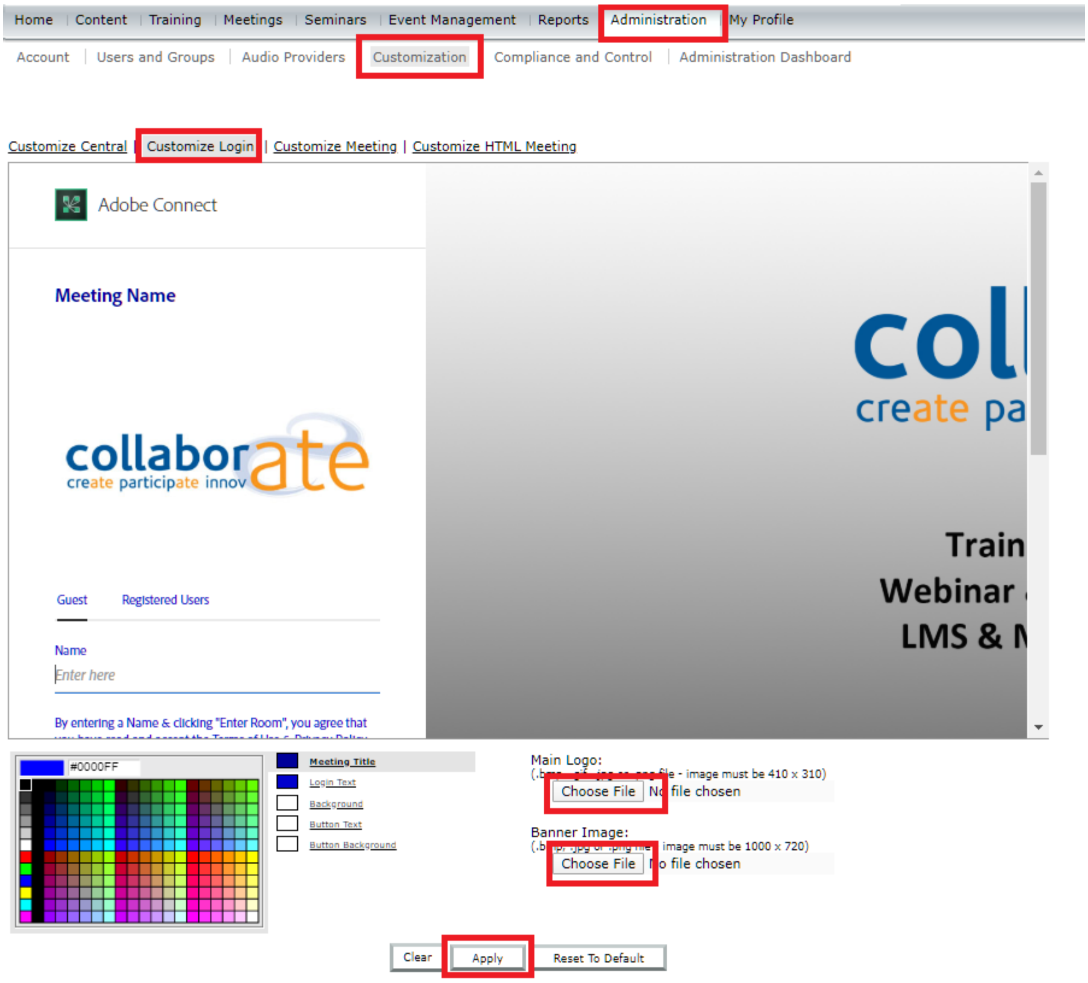


As you complete the wizard you can add users / other hosts, schedule an invitation or simple click finish at any time to get the URL of the meeting, which you can then copy and paste into e-mails or your own calendar invitations.

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 there colour chnages 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