

Creating a Meeting

Adobe Connect Beginners

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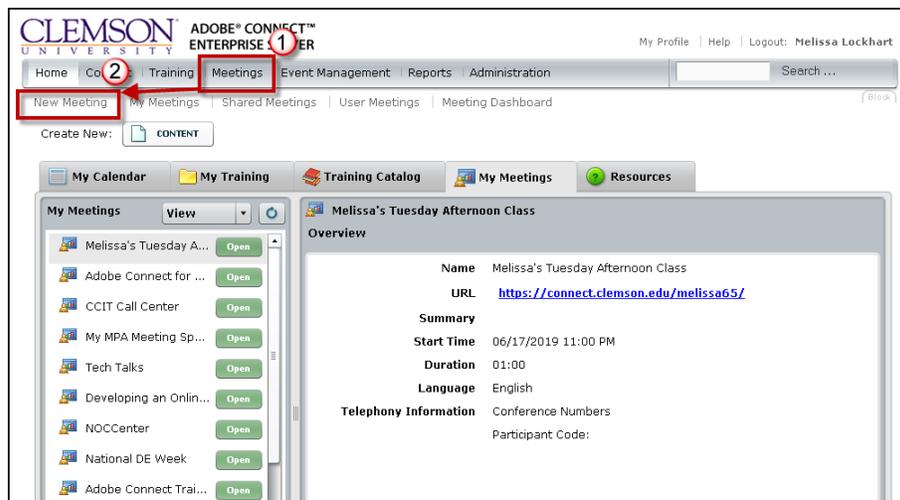
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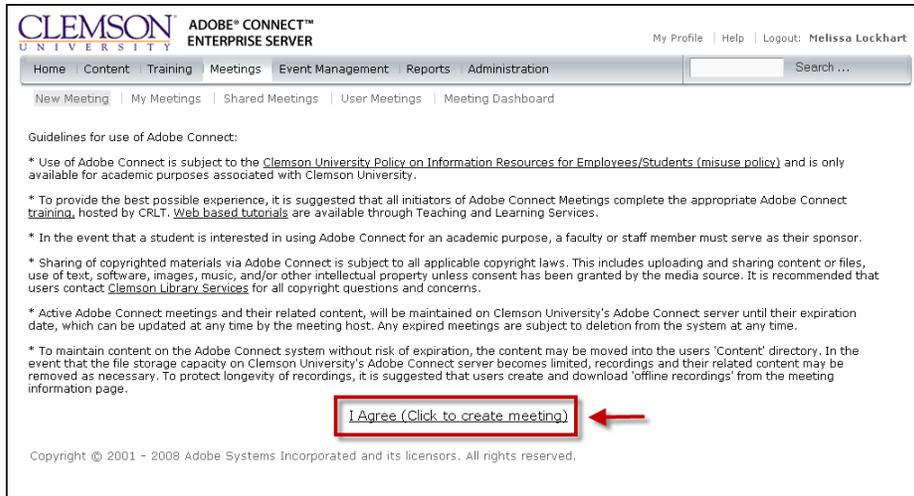
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Creating a Meeting

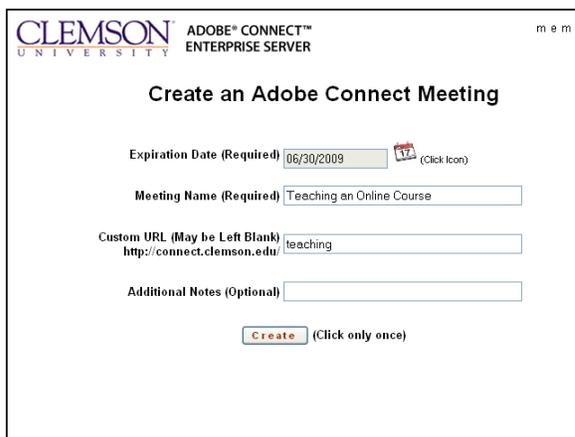
1. Open your web browser and navigate to the following URL: <https://connect.clemson.edu>.
2. Login using your Clemson username and password. This will open the Adobe Connect Enterprise Server.



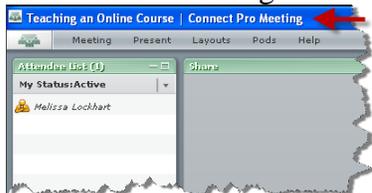
3. Click the Meetings menu at the top of the screen.
4. A submenu will appear.
5. Click the New Meeting link. The Guidelines for using Adobe Connect will be displayed.



6. Click the I Agree link at the bottom of the screen to create a meeting.



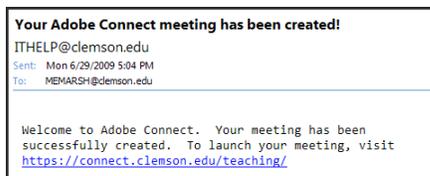
- 7. The Create an Adobe Connect Meeting window will be displayed.
- 8. Click the calendar icon to select an expiration date.
- 9. Then enter a Meeting Name. This name will appear in the Browser Title bar.



- 10. A custom url can be created for your Meeting. The URL will begin with <http://connect.clemson.edu/> . You can add a custom tag in the field at the end of this URL to create a custom URL, or leave the field blank and an alphanumeric code will be generated for you meeting.
- 11. Then click Create.



12. If the Custom URL and Meeting Name have not been used by another user, you will receive a success message.

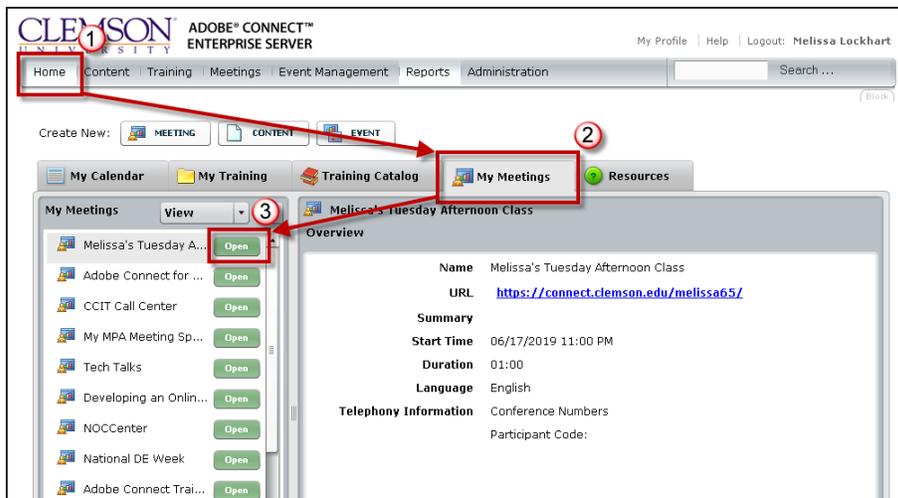


13. An email will be sent to your Clemson email address to remind you of the URL you chose for your meeting.

Starting your Meeting

Option A – Home page

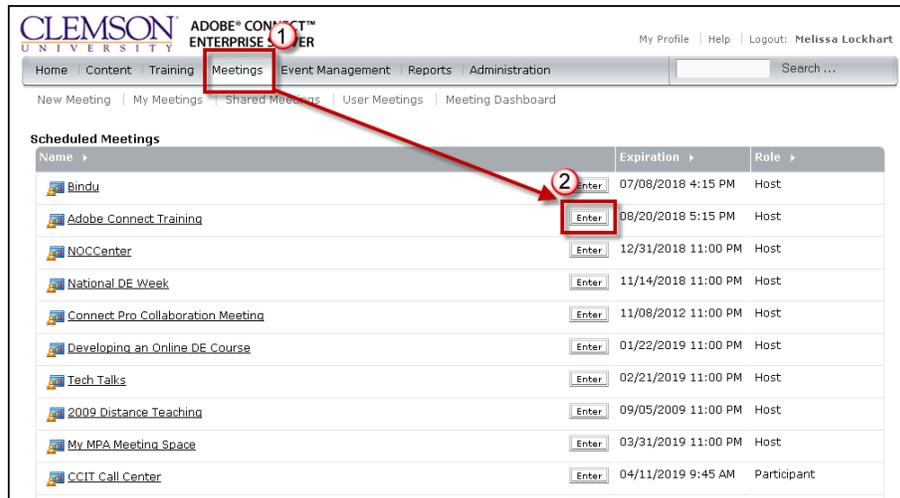
1. To start your Meeting from the Adobe Connect Enterprise Server Home page, click the My Meetings tab.



2. Then select the meeting you want to launch and click Open.

Option B – Meetings page

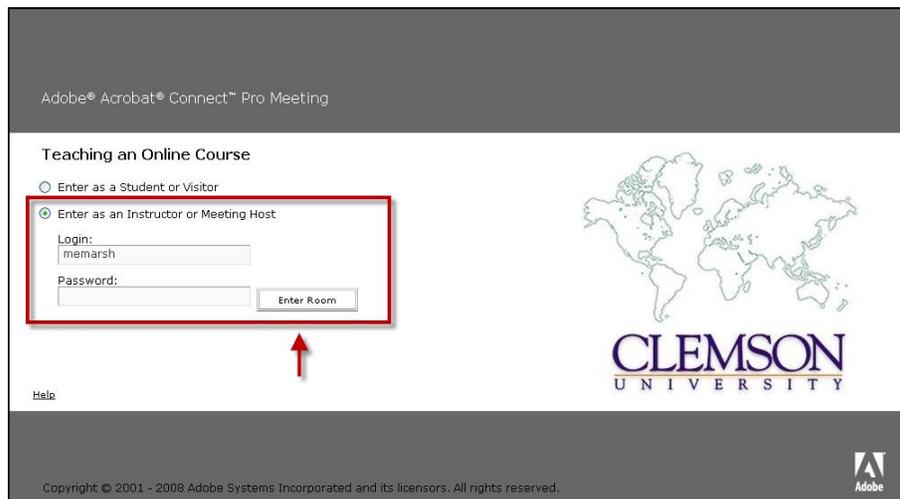
1. To start your Meeting from the Adobe Connect Enterprise Server Meetings page, click the Meetings menu.



2. Then select the meeting you want to launch and click Enter.

Option C – Custom URL

1. Open a web browser and enter your custom URL.



2. Enable the Enter as an Instructor or Meeting Host radio button.
3. Then login using your Clemson username and password.