

Creating a Meeting

Adobe Connect Beginners

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Creating a Meeting

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

	My Profile Help Logout: Melissa Lockha i
Home Co2 Training Meetings Event Management Reports A	Administration Search
New Meeting My Meetings Shared Meetings User Meetings Meeti	ting Dashboard
Create New: CONTENT	
📄 My Calendar 🛛 📄 My Training 🛛 🍣 Training Catalog 🛛 🧕	My Meetings
My Meetings View 🔹 🗿 🜌 Melissa's Tuesday After	rnoon Class
Melissa's Tuesday A Open	
Adobe Connect for Open Name	e Melissa's Tuesday Afternoon Class
IRL CCIT Call Center Open	L <u>https://connect.clemson.edu/melissa65/</u>
Summary	у У
Start Time	e 06/17/2019 11:00 PM
🖉 Tech Talks 🛛 👘 Duration	n 01:00
Developing an Oplin Door	e English
Telephony Information	n Conference Numbers
MOCCenter Open	Participant Code:
💯 National DE Week 🛛 Open	
🚈 Adobe Connect Trai Open	

- 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.



Home Content Training Meetings	Event Management Reports Administration	Search
New Meeting My Meetings Shared	Meetings User Meetings Meeting Dashboard	
uidelines for use of Adobe Connect:		
Use of Adobe Connect is subject to the g vailable for academic purposes associate	Clemson University Policy on Information Resources for Employee d with Clemson University.	s/Students (misuse policy) and is only
To provide the best possible experience raining, hosted by CRLT. <u>Web based tuto</u>	, it is suggested that all initiators of Adobe Connect Meetings com <u>rials</u> are available through Teaching and Learning Services.	nplete the appropriate Adobe Connect
In the event that a student is interested	in using Adobe Connect for an academic purpose, a faculty or st	aff member must serve as their sponsor.
⁵ Sharing of copyrighted materials via Ado use of text, software, images, music, and/ users contact <u>Clemson Library Services</u> for	be Connect is subject to all applicable copyright laws. This include or other intellectual property unless consent has been granted b • all copyright questions and concerns.	es uploading and sharing content or files, y the media source. It is recommended tha
' Active Adobe Connect meetings and the date, which can be updated at any time b	r related content, will be maintained on Clemson University's Adc / the meeting host. Any expired meetings are subject to deletion	be Connect server until their expiration from the system at any time.
' To maintain content on the Adobe Conn event that the file storage capacity on Cle emoved as necessary. To protect longevit nformation page.	ect system without risk of expiration, the content may be moved i mson University's Adobe Connect server becomes limited, recordi y of recordings, it is suggested that users create and download	into the users 'Content' directory. In the ings and their related content may be 'offline recordings' from the meeting
	I Agree (Click to create meeting)	_

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

CLEMSON ADOBE* CONNECT™ ENTERPRISE SERVER	mema
Create an Adobe Connect Meeting	
Expiration Date (Required) 06/30/2009	
Meeting Name (Required) Teaching an Online Course]
Custom URL (May be Left Blank) http://connect.clemson.edu/]
Additional Notes (Optional)]
Create (Click only once)	

- 7. The Create an Adobe Connect Meeting window will be displayed.
- 8. Click the calender 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 <u>http://connect.clemson.edu/</u>. 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.

		My Profile Help	Logout: Melissa Lockhart
Home Content Training Meetings Event Management Reports Administration			Search
New Meeting My Meetings Shared Meetings User Meetings Meeting Dashboard	ł		
Scheduled Meetings			
Name >	Ex		Role >
a Bindu	2 .nter 07,	/08/2018 4:15 PM	Host
and Adobe Connect Training	Enter 08,	/20/2018 5:15 PM	Host
MOCCenter NOCCenter	Enter 12,	/31/2018 11:00 PM	Host
Mational DE Week	Enter 11,	/14/2018 11:00 PM	Host
🚎 Connect Pro Collaboration Meeting	Enter 11,	/08/2012 11:00 PM	Host
Marco Developing an Online DE Course	Enter 01,	/22/2019 11:00 PM	Host
Tech Talks	Enter 02,	/21/2019 11:00 PM	Host
and 2009 Distance Teaching	Enter 09,	/05/2009 11:00 PM	Host
My MPA Meeting Space	Enter 03,	/31/2019 11:00 PM	Host
CCIT Call Center	Enter 04,	/11/2019 9:45 AM	Participant

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.

Adobe® Acrobat® Connect™ Pro Meeting	
Teaching an Online Course Enter as a Student or Visitor Tenter as an Instructor or Meeting Host Login: Temarsh Password:	
Enter Room	CLEMSON UNIVERSITY
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- 2. Enable the Enter as an Instructor or Meeting Host radio button.
- 3. Then login using your Clemson username and password.