Creating a Meeting

Beginner

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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.

![Image](Image.png)

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](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.

![Meetings page screenshot]

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.

![Custom URL screenshot]

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