Create a Meeting Room

The first step to utilizing Adobe Connect is to create a meeting room. This only needs to be completed once before the first meeting.

### Helpful Links
- Watch a video on creating a meeting room

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**To Create a Meeting Room:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Notes</th>
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<tbody>
<tr>
<td>If you are not already logged in, then please visit the main Adobe Connect home page, <a href="http://connect.johnshopkins.edu">http://connect.johnshopkins.edu</a>. Once there, click on the blue sign in button to login.</td>
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<tr>
<td>Enter your <strong>JHED ID</strong> and <strong>Password</strong>. Click <strong>Login</strong>.</td>
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<tr>
<td>Once you have logged in, you will be directed to your Adobe Connect homepage. Click Create New <strong>Meeting</strong> at the top of the page.</td>
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<tr>
<td>When creating the meeting room, you will have two sections to complete:</td>
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<tr>
<td><strong>Meeting Information</strong>: You must include a Name and Language for your meeting room. A custom URL, Template, Summary of the room, Start Time, and Duration fields are other options which may be set as well.</td>
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<tr>
<td><strong>Custom URL</strong>: Although this section is not required, it is highly recommended that you create a URL which correlates to your class. It will be easier for students to remember the access link. See below for rules on Custom URL naming.</td>
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<td>To determine the Access you would like to set, see <strong>Select Meeting Room Access</strong>.</td>
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<tr>
<td><strong>Audio Conference Settings</strong>: These settings allow for participants to have the ability to call in to the meeting room. See <strong>Setup Audio Conference Settings</strong> for more information.</td>
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<tr>
<td>If you would like to select and invite participants to your Meeting Room, click <strong>Next</strong>. You will be given directions on how to complete this section. If you would like to just create the room, click <strong>Finish</strong>.</td>
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</table>
If you clicked **Next >**, you will be prompted to select participants.

**Select Participants:** On this page is two charts, the chart on the left side which displays **Available Users and Groups**, and the chart on the right which displays **Current Participants** for your meeting room.

To select participants:

- Select a name from the left chart - the name will be highlighted in green.
- Click the Add button at the bottom of the chart - the selected participant will appear in your chart.
- On your chart, click the name of the participant and click the Remove button if you wish to uninvite them.

**Permissions:** The middle column of your chart displays the role of each user in your meeting. To change the roles:

- Select the name of the user on your chart - the name will be highlighted in green.
- Click the Permissions button at the bottom of the chart - Four options will appear.
- Select the new role - Participant, Presenter, Host, or select Denied to deny the user access into the room.

Click **Next** to send invitations.

After clicking **Next**, you will be directed to a page that allows you to send invitations to the users you selected for your meeting. To send invitations:

- **Select E-mail Invitations:** Select if you would like to send invitations via e-mail.
- **To:** From the dropdown, select the type of users you would like to invite. You may select all users, or specific ones.
- **Check the Yes box** if you would like to attach a Microsoft Outlook calendar event to the e-mail.
- **Message:** A default message containing all relevant information for the meeting is included. Add to the message if you wish to say something else.

You should also receive a copy of the meeting invitation in your inbox.
-Click Next. The invitations are sent and you will be directed to your Meeting Information page.

A summary of the room you've just created will appear.

You may change/edit the room information by clicking the Edit Information tab.

Click Enter Meeting Room to see the room you've just created.

**Custom URL**

When you add a new piece of content, a new meeting, etc., you can create a custom URL for the content. This URL is unique across the entire Acrobat Connect Pro server and identifies the content.

Custom URL rules:

- You cannot edit a custom URL after you create it.
- You cannot use digits (0 - 9) at the beginning of a custom URL.
- Custom URLs cannot contain any punctuation, spaces, or control codes.
- If you enter any uppercase letters, they are automatically converted to lowercase letters to conform to URL case sensitivity conventions.

See the built-in help for more details: Adobe Connect Meetings (Connect 9.x)