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>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<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>2</td>
<td>Enter your <strong>JHED ID</strong> and <strong>Password</strong>. Click <strong>Login</strong>.</td>
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<tr>
<td>3</td>
<td>Once you have logged in, you will be directed to your Adobe Connect homepage. Click <strong>Create New Meeting</strong> at the top of the page.</td>
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<tr>
<td>4</td>
<td>When creating the meeting room, you will have two sections to complete: <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. <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>5</td>
<td>To determine the Access you would like to set, see <strong>Select Meeting Room Access</strong>.</td>
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<td>6</td>
<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>7</td>
<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.</td>
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<tr>
<td>8</td>
<td>If you would like to just create the room, click <strong>Finish</strong>.</td>
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</tbody>
</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 dropbox, 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)