Creating a Meeting

1. Log into Adobe Connect with your username and password by going to

http://connect.liu.edu

2. Click "**Meeting**"
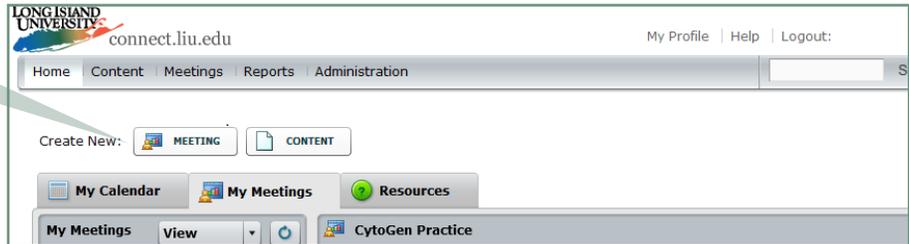
Meeting Information

3. Provide details for the meeting such as name, start time, duration etc

4. Custom URL which you will provide to the student by email or blackboard.

> **NOTE:**
> By assigning the meeting with a custom URL, you will make it easier for users to remember the address. Don't use spaces.

**5**. Enter Start Time

> **NOTE:**
> We advise that you plan for students logging in and running the audio wizard PRIOR to your start time. If pre-arranged, for the first and second sessions, please schedule this half hour prior to your synchronous session that will be supported.

6. Select the "**Anyone who has the URL for the meeting can enter the room**" option

7. Audio Conferencing is a functionality not enabled at this time. Skip this section and click **Next**.

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8. Make sure the instructor's name is populated in the "**Current Participants**" window.

Make sure "**User Role**" is set to "**Host**".
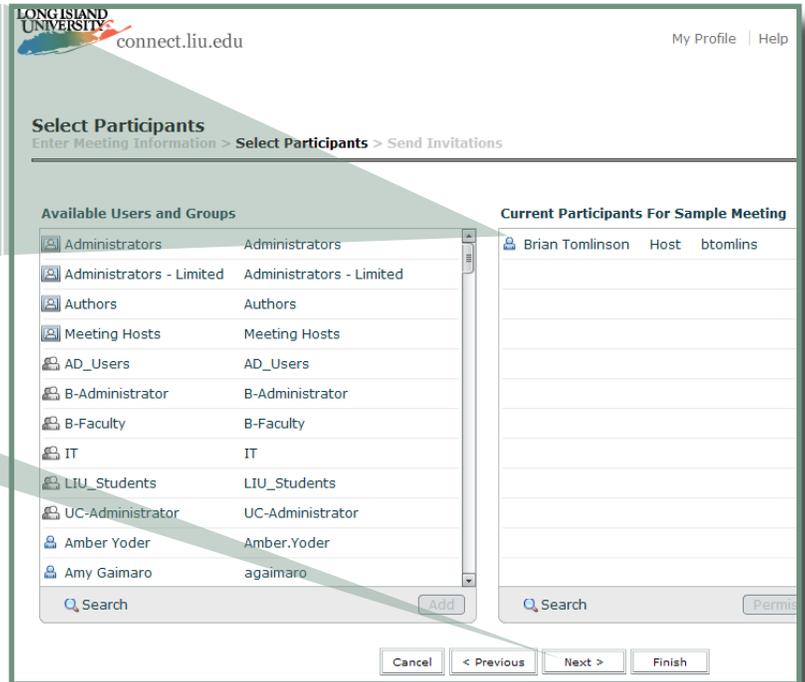
9. Click **Next**

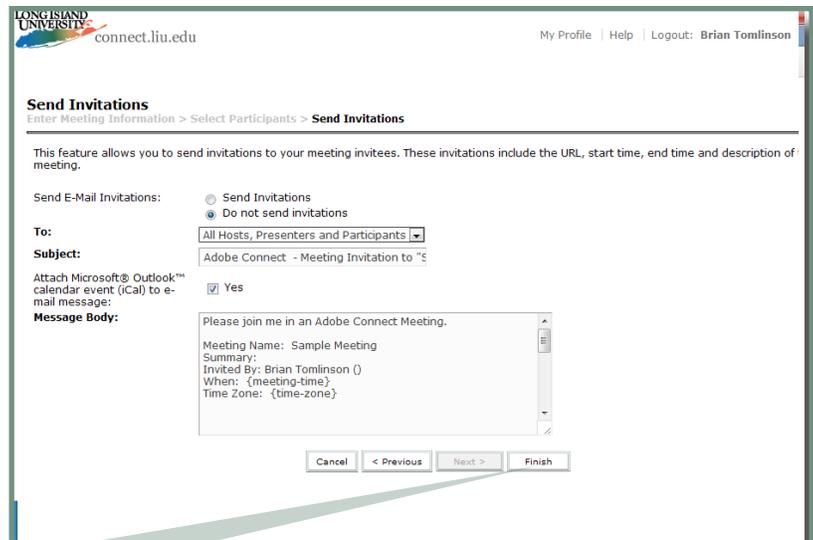**10**. Click "**Send Invitations**" to alert users of the meeting.

or

You can copy the custom URL and paste it into your Blackboard course.

Note: This is the ideal solution as it will allow students to always have the ability to locate the URL for the meeting

11. Click **Finish**

You are now able to access your meeting

Remember: Your students will not be able to log in until you do, as the meeting host.

Troubleshooting:

Joining a meeting

Begin by clicking on the link that was made avaliable to you by your instructor

1. Enter the meeting as a Guest user by entering in your First and Last Name in the Guest field.

2. Make sure popup blocking software is not blocking your meeting window.

Audio

1. Make sure your computer sound for input and output is configured.

2. Run through the Audio Setup Wizard.

Select **Meeting** > **Audio Setup Wizard**.

The wizard guides you through five steps

> **Note:** this should be done every time you enter an Adobe Connect Meeting, so Adobe can recognize your audio devices prior to the start of the meeting

3. If prompted for access to your camera and microphone, click **Allow**

4. Audio Setup Successful notification should be received and then click on **Finish**

Check Computer Volume
for headset and microphone

Windows:

Go to **Start** > **Control Panel** > **Hardware and Sound** >
Audio Devices and Sound >

Select the **Playback** tab and adjust volume settings for the device you will be using - (ex: Headset)

Select the **Recording** tab and adjust volume settings for the device you will be using - (ex: Headset microphone)

Mac:

Open **System Preferences** from the Apple () menu > **Sound** >

Select the **Output** tab
Select your "output source" (ex: Headset)
Adjust the volume settings

Select the **Input** tab
Select your "input source" (ex: Headset microphone)
Adjust the input volume settings

For more troubleshooting Q&A's, see our FAQ section