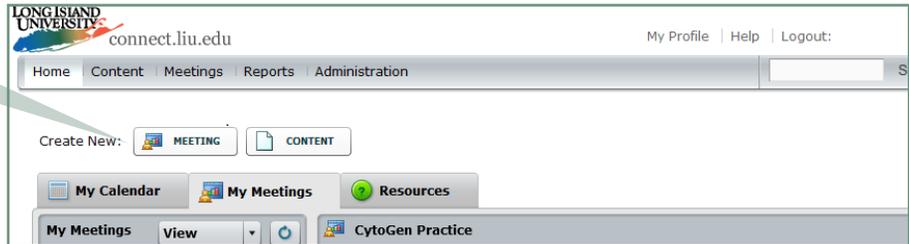


## Creating a Meeting

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:**

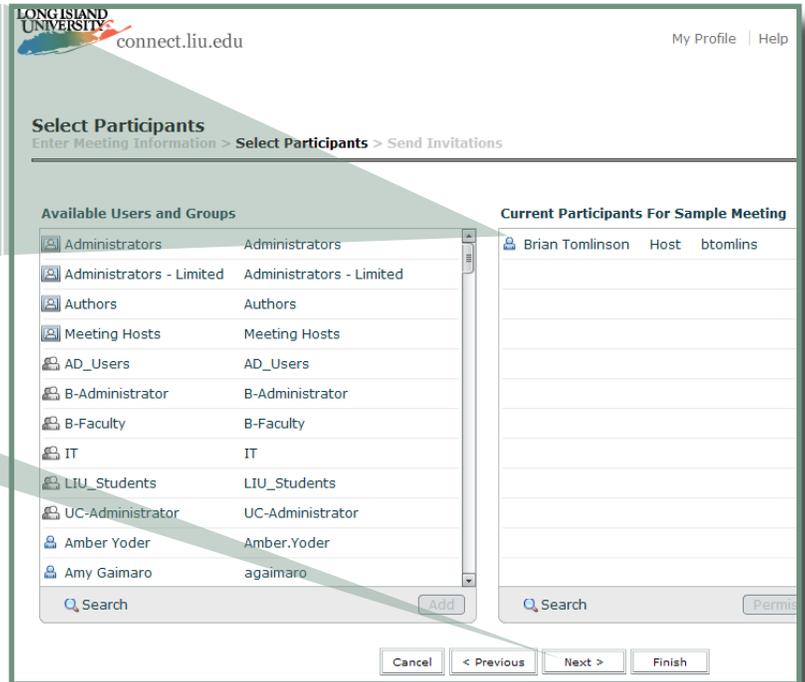
We advise that you plan for students logging in and running the audio wizard PRIOR to your start time. If pre-arranged, for the first and second sessions, please schedule this half hour prior to your synchronous session that will be supported.

A screenshot of the 'Enter Meeting Information' form in Adobe Connect. The form is titled 'Enter Meeting Information' and has a breadcrumb trail: 'Enter Meeting Information > Select Participants > Send Invitations'. The form is divided into two main sections: 'Meeting Information' and 'Audio Conference Settings'. In the 'Meeting Information' section, there are fields for 'Name' (with an asterisk indicating it is required), 'Custom URL' (with a pre-filled 'http://connect.liu.edu/' and a text input field), and a 'Summary' field (with a note that the maximum length is 1000 characters). Below these are 'Start Time' (with dropdowns for month, year, and time), 'Duration' (with a dropdown for hours and minutes), and 'Select Template' (with a dropdown menu). The 'Language' field is set to 'English'. Under 'Access', there are three radio button options: 'Only registered users may enter the room (guest access is blocked)', 'Only registered users and accepted guests may enter the room', and 'Anyone who has the URL for the meeting can enter the room'. The 'Audio Conference Settings' section has two radio button options: 'Do not include any audio conference with this meeting.' (which is selected) and 'Include audio conference details with this meeting.'. Below these are input fields for 'Conference Number(s)', 'Moderator Code', and 'Participant Code'. At the bottom, there is a checkbox for 'Update information for any items linked to this item.' and a note that an asterisk indicates required fields. The form ends with 'Cancel', '< Previous', 'Next >', and 'Finish' buttons.

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**.

8. Make sure the instructor's name is populated in the "Current Participants" window.  
Make sure "User Role" is set to "Host".



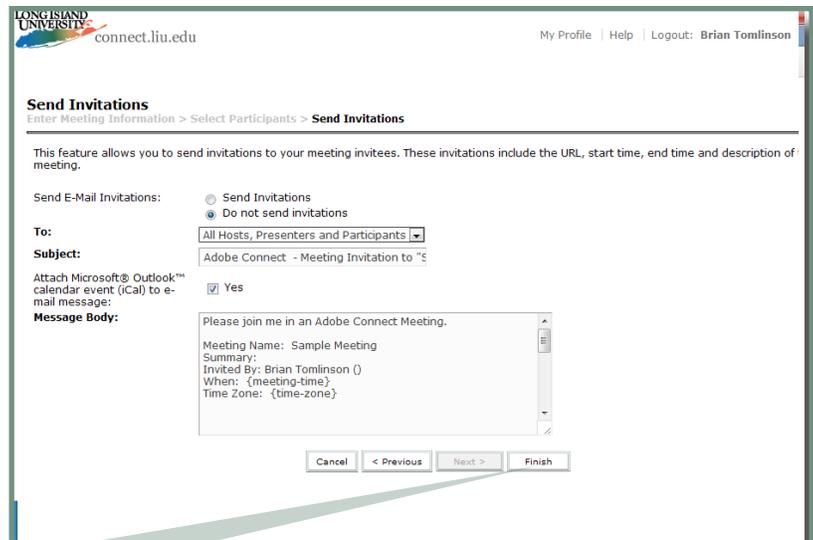
9. Click Next

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 available 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

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### 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**