Create a Meeting

Concept

An Adobe® Connect™ Pro meeting is a live online conference for multiple users. The meeting room is an online application that is used to conduct a meeting. It consists of various display panels, called pods. The meeting room enables multiple users to share computer screens or files, chat, broadcast live audio and video, and take part in other interactive online activities.

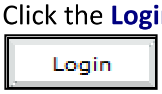
Once you create a meeting room, it exists until you delete it. Its location is a URL, assigned by the system or customized by you when the meeting is created. When you click the URL, you enter the virtual meeting room. A meeting room can be used over and over for the same weekly meeting. The host can leave it open or closed between scheduled meetings. If it is open between meetings, attendees are free to enter the room at any time to view content.

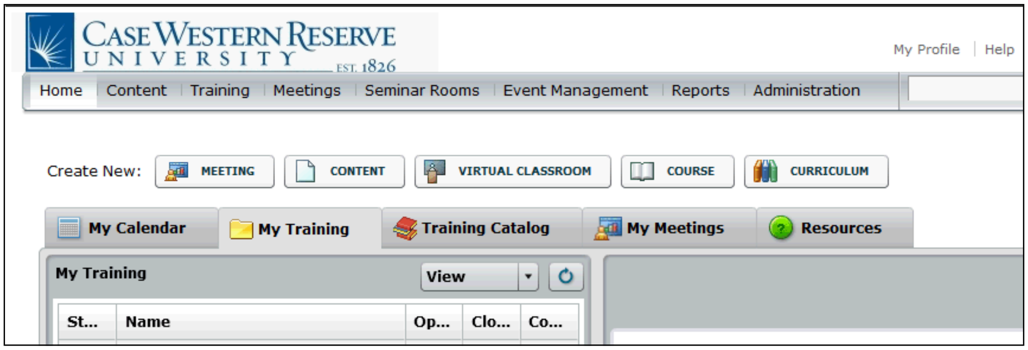
To take part in a meeting, you must have a browser, a copy of Flash® Player 8 or higher, and an Internet connection.

Procedure

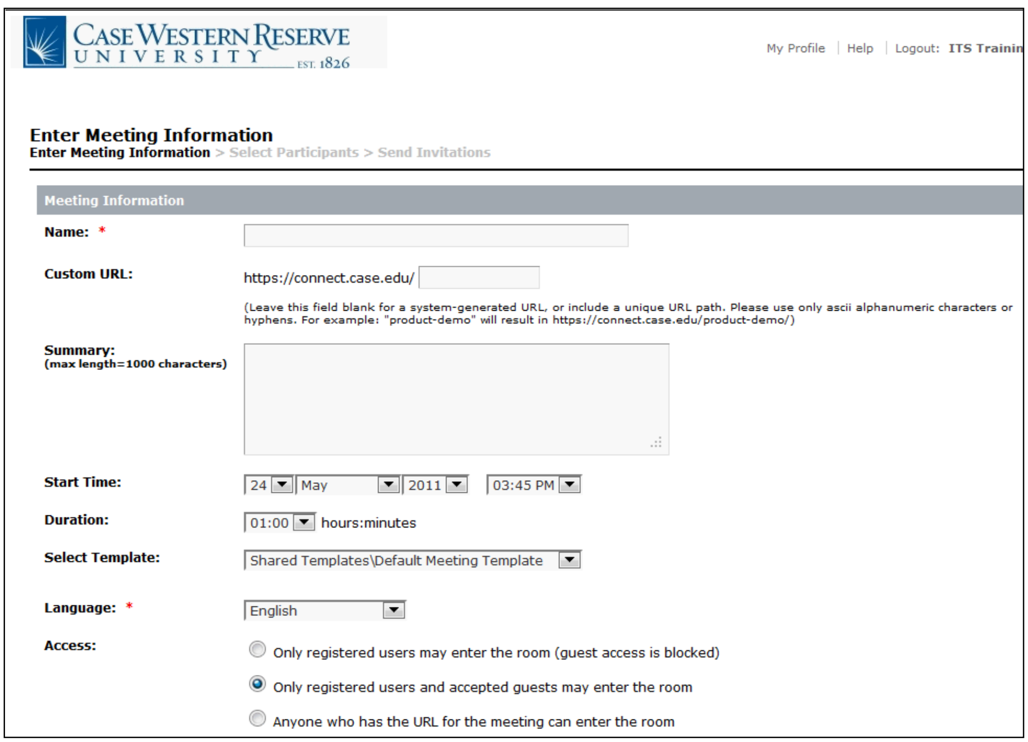
Use these directions to create a meeting in Adobe Connect.

Begin by opening your Internet browser and going to *connect.case.edu*

Step	Action
1.	Enter your CWRU Network ID into the **Login:** field.
2.	Enter your CWRU Network ID password into the **Password:** field.
3.	Click the **Login** button. 



Step	Action
4.	Your Connect homepage appears. Click the **Meeting** button to create a new meeting. 



Step	Action
5.	The Enter Meeting Information screen appears. Enter a name for the meeting into the **Name** field.

Step	Action
6.	To specify your meeting room's URL and make it easier to access, enter an appropriate name or abbreviation for the meeting into the **Custom URL** field. https://connect.case.edu/
7.	**Optional:** Designate the **Start Time** for your meeting. There are fields for the date, month, year and time. **Note:** this will not affect the meeting room or access to it.
8.	Do not change the contents of the **Select Template** menu.
9.	The language for the meeting room defaults to English. **Optional:** If you need to change the language of the meeting room, click the **Language** list and select the appropriate language.
10.	The **Access** options enable you to determine who can enter the meeting room. If you plan to invite people to your meeting who are not members of the CWRU community, select the option for **Anyone who has the URL for the meeting can enter the room** or **Only registered users and accepted guests may enter the room.**

If you select the option for **Only registered users and accepted guests may enter the room**, you and other hosts will be prompted to permit each guest into the meeting room as they arrive.

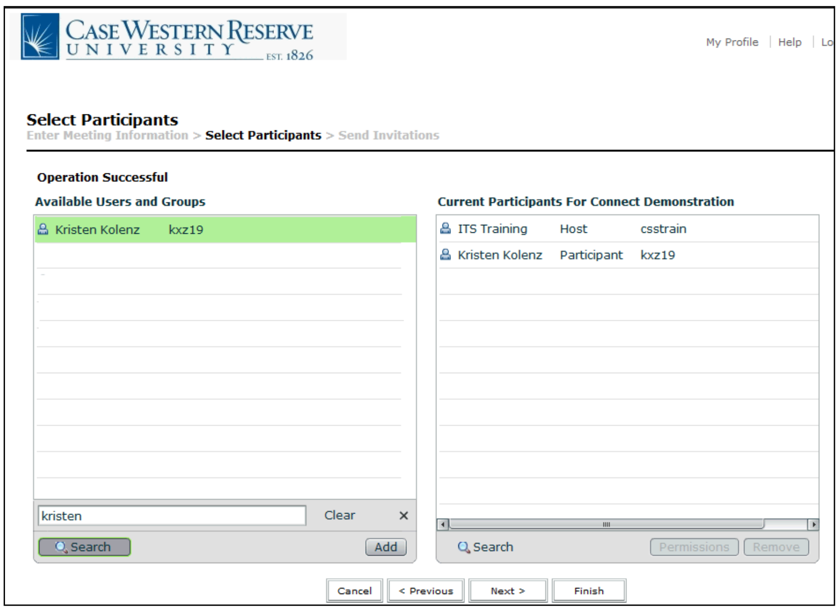
Step	Action
11.	Click the **Finish** button. Finish
	or Click the **Next>** button. Next > Go to step 13 on page 5

Step	Action
12.	Your meeting is created. You can access the meeting through the URL that was created or by clicking the **Enter Meeting Room** button. Your meeting can be found in the future on the Meetings tab after logging into *connect.case.edu* **End of Procedure.** Remaining steps apply to other paths.

Depending on the Access setting for your meeting, it may or may not be necessary to designate participants in the meeting. Meetings with access set to "Only registered users may enter the room (guest access is blocked)" require that participants be designated in order to attend.

Best practice for instructors: If you will be using your meeting room regularly over the course of a class, adding your students as participants will make it easier for you to track their entry into the meeting room and when they view a recorded meeting. Setting your access to "Only registered users and accepted guests may enter the room" will force students to sign into the meeting room with their CWRU Network ID, while also enabling occasional guests (e.g. speakers) into the room.

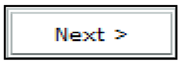
Step	Action
13.	Click the **Search** button. A search box appears. Enter the name of a participant into it. As you type, search results will appear in the box above.
14.	Add participants to the list by double-clicking on each individual's name. Repeat this process for all participants that will be part of the meeting.

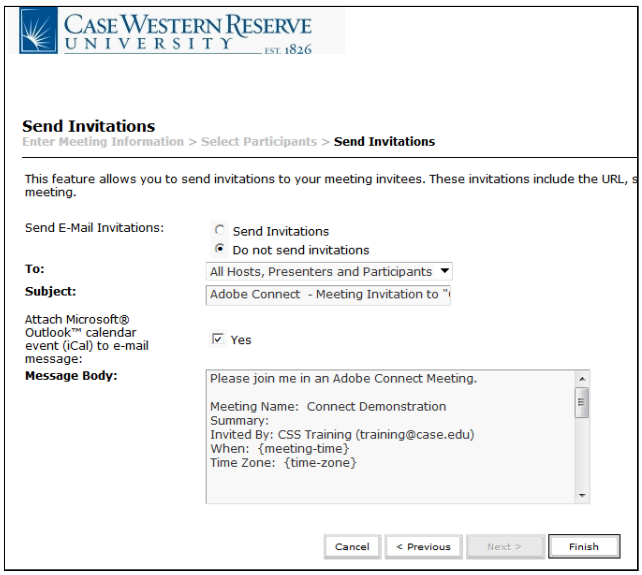


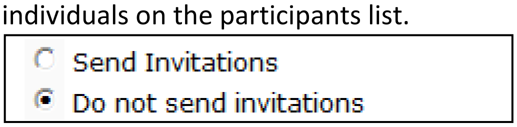
Step	Action
15.	Each participant is automatically assigned the Participant role. **Note:** Roles can be changed on this screen or in the meeting room. See the topic called "Change Participant Roles" for information.

<u>**Roles**</u> **Participant:** Meeting participants can use all pods except for Camera and Voice and Sharing.

Presenter: Meeting presenters can use all pods, share content and share their desktop.
Host: Meeting hosts can use all pods, change the layout of the meeting room, give participants the right to use audio/video, change participant/presenter roles, and request to share other participants' desktops.

Step	Action
16.	Click the **Next>** button. 



Step	Action
17.	The Send Invitations screen appears. You are given the choice to send or not send email invitations to guests. The default option, **Do not send invitations**, is selected. Optionally, click the **Send Invitations** radiobutton to send invitations to the individuals on the participants list. 
18.	If you elect to send invitations, you can select the individuals who receive emails based on their role in the meeting by selecting the **To** menu.

If you elect to send an email, you also have the option to send an Outlook Calendar event (iCal) with the email message. The default is **Yes**.

The **Message Body** field contains the information that will appear in the message. The items in { } are fields that will contain the meeting information. You can add information to the Message Body field as desired, but do not delete the field items.

Step	Action
19.	Click the **Finish** button. 

Step	Action
20.	Your meeting is created. You can access the meeting through the URL that was created or by clicking the **Enter Meeting Room** button. Your meeting can be found in the future on the Meetings tab after logging into *connect.case.edu*
21.	This completes the process of creating a meeting. **End of Procedure.**