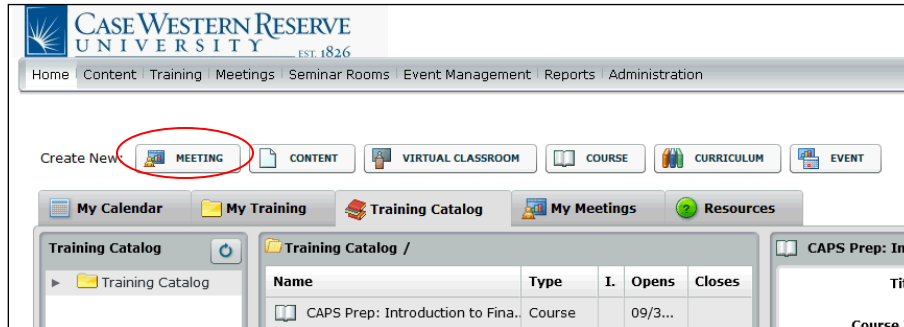


Creating a Meeting

Procedure

Begin by logging in to Adobe Connect at connect.case.edu



Step	Action
1.	After you are logged in, the Home screen appears. Click the Meetings button.

Enter Meeting Information
Enter Meeting Information > Select Participants > Send Invitations

Meeting Information

Name: *

Custom URL: https://connect.case.edu/

(Leave this field blank for a system-generated URL, or include a unique URL path. Please use only ascii alphanumeric characters or hyphens. For examples: "product-demo" will result in https://connect.case.edu/product-demo/)

Summary:
(max length = 1000 characters)

Start Time: 13 April 2011 02:30 PM

Duration: 01:00 hours:minutes

Select Template: Shared Templates/Default Meeting Template

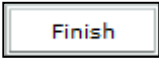
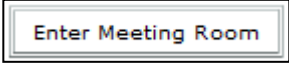
Language: *

Access:

- Only registered users may enter the room (guest access is blocked)
- Only registered users and accepted guests may enter the room
- Anyone who has the URL for the meeting can enter the room

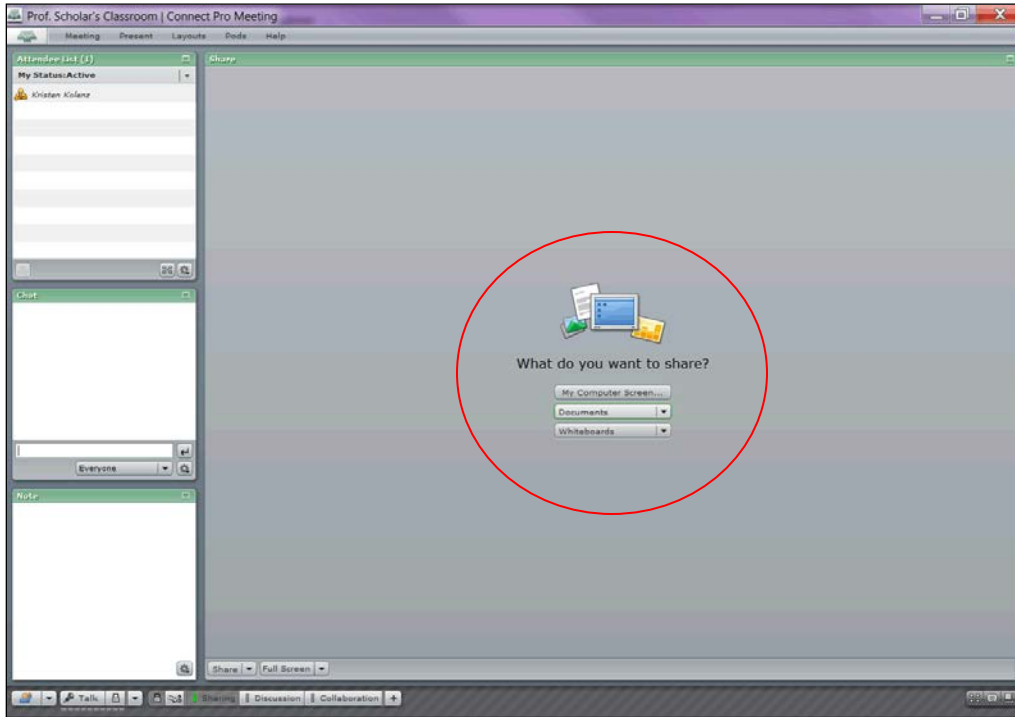
Information Technology Services Reference Guide

Creating a Meeting

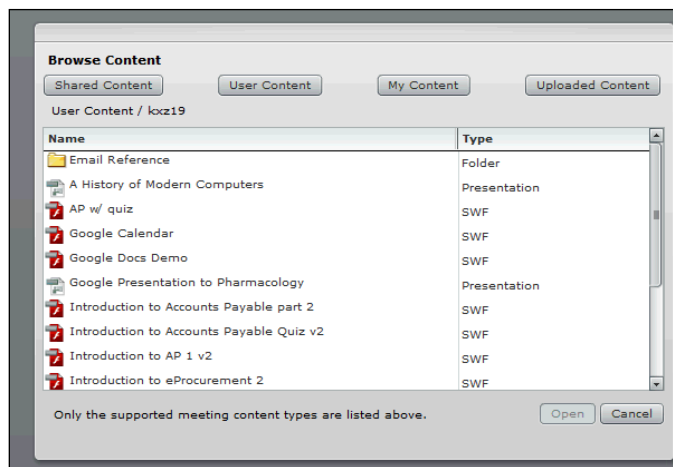
Step	Action
2.	<p>The Enter Meeting Information screen appears.</p> <p>Enter a name for your meeting into the Name field. If you intent to use this meeting room again in the future, you may want to name it after yourself or your class, rather than a specific event, date or time.</p>
3.	<p>Enter a custom URL for your meeting room so that it is easy to find. You can copy and paste this URL into emails or distribute it using other media, such as Blackboard. Given your intended use for the meeting room, you may want to name it after yourself or your class.</p> <p>Enter an appropriate name into the Custom URL field.</p>
4.	<p>Depending on how you plan to distribute the link to your meeting room, you may want to require that users register for the event or be "accepted" before they can enter the room. To open the meeting room to anyone with the URL, click the Anyone who has the URL for the meeting can enter the room option.</p>
5.	<p>Click the Finish button.</p> 
6.	<p>The Meeting Information screen appears.</p> <p>Click the Enter Meeting Room button.</p> 
7.	<p>The meeting room will begin to load. Depending on whether you have used Adobe Connect meetings before, you may be prompted to install a plug-in. It is safe to trust this plug-in.</p>

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Creating a Meeting

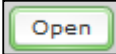


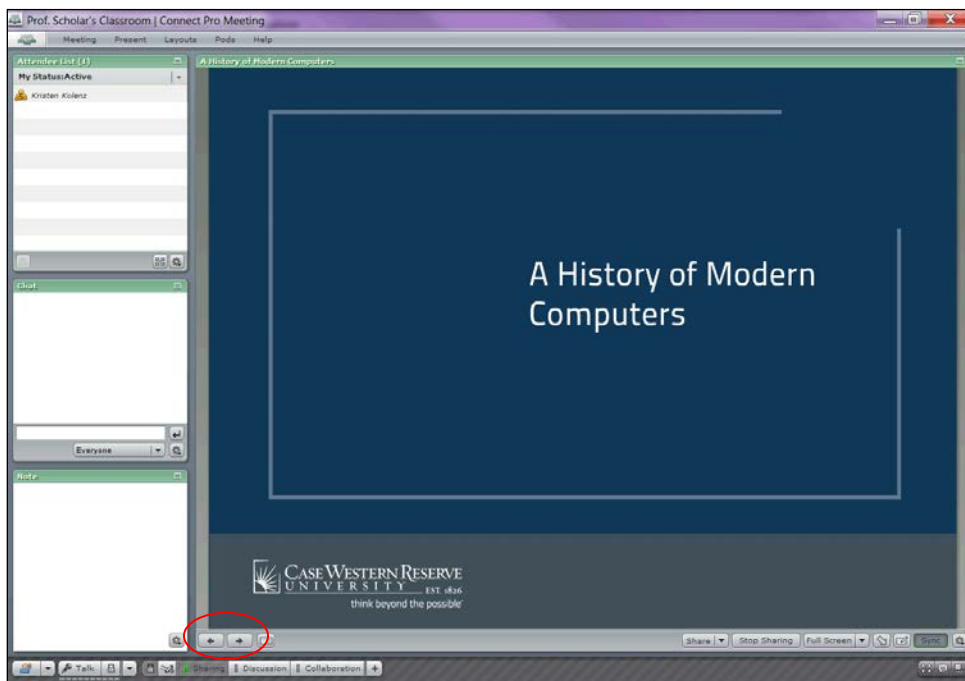
Step	Action
8.	When the meeting room opens, it displays a series of "pods." Locate the "Sharing Pod." It displays the question, "What do you want to share?" Click the Documents dropdown button.
9.	Click the Select from Content Library button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Select from Content Library...</div>


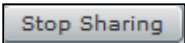


Information Technology Services Reference Guide

Creating a Meeting

Step	Action
10.	The Browse Content window appears. Locate the presentation you published to Adobe Connect. Click on the presentation.
11.	Click the Open button.  After briefly loading, your presentation will appear.



Step	Action
12.	Navigate through the presentation using the Forward and Backward arrows that appear at the bottom left of the Share Pod. 
13.	To remove the presentation from your meeting, click the Stop Sharing button. 
14.	This completes the process of creating a meeting and loading it with a presentation. To leave the meeting, simply close the window it's in. When you open the meeting room again, any content being shared in it will remain. End of Procedure.