



Setting up your New Adobe Acrobat Connect Account

Adobe will send along a couple of introductory emails. The final email will be titled “Your Connect Enterprise Account is Ready” and it includes your administration URL and log in details. These details will allow you to log into the Connect Pro Central Administration System. This is where you will create your Meeting Hosts, set up Meetings, upload Content into your rooms and check to be sure your audio telephony is integrated, if you have chosen to use telephony audio. The first part of this instruction set will be for the **Administrator** and the second part for the **Meeting Hosts** or Named Organizers.

Administrator Instructions:

Please log into Connect Central. You are the account Administrator. The first thing you will need to do is set up your other administrators and/or Meeting Hosts.

1. In the top tool bar, click on Administration>Users and Groups
2. Click on New User, complete all fields
3. Enable audio bridge for MeetingOne, insert your 800# as the Conference Room # and also the Access Number, then enter your PIN / Host Access Code
4. Go back to Users and Groups, notice Groups show up at the top of the list, Users down below
5. Highlight yourself in the list, click Information in bottom right corner, Edit Group Membership
6. Then simply highlight the privileges you would like to give that user and add them to the current group memberships on the right (as the Administrator you should put yourself Administration Group and the Meeting Hosts group).
7. Repeat the process to set up the other Named Organizers / Meeting Hosts. Set them up as Meeting Hosts. If you would like for them to be able to import their own participants Users, assign participant log- ins and passwords, go ahead and also add them to the Administrators – Limited group. Then, you define what privileges the Administrators –Limited can receive.

Administration>Users and Groups>highlight Administrators-Limited>Information>Edit Group Membership (to add them) > Edit Limited Administrator Permissions and decide which privileges they should be given.

Now when each Meeting Hosts/ Administrator Limited logs into their Connect Central, they will be able to create their own Meetings, upload Content, create their own Users Group and assign passwords.

The screenshot displays the MeetingOne Administration Dashboard. The top navigation bar includes links for Home, Content, Training, Meetings, Seminar Rooms, Event Management, Reports, and Administration. Below this, a secondary navigation bar lists Account, Users and Groups (selected), Customization, Service Plan, Compliance and Control, and Administration Dashboard. The main content area is titled 'Users and Groups' and contains a list of system groups. The 'Meeting Hosts' group is highlighted in green. Below the list, there are buttons for 'New User', 'New Group', 'Manage Guests', 'View Guests', 'Delete', and 'Information'.

Group Name	Group Type
Administrators	System Group
Administrators - Limited	System Group
Authors	System Group
Training Managers	System Group
Event Managers	System Group
Learners	System Group
Meeting Hosts	System Group
Seminar Hosts	System Group
Adding Group	Administrator Group
Adobe Experts	Administrator Group
BCEE	Administrator Group

If you are using telephony audio, as the Administrator please go ahead and be sure telephony audio is switched “on” before sending the other Meeting Hosts their log in details.

If you are running a server license in house, you can control this yourself. If you are running a hosted account and MeetingOne previously set you up with a trial account, then we have already switched it on for you. If you are running a hosted account and you did not have a previous trial account from me, then you need to contact Adobe Conect Pro 7 Support to have them switch you on for MeetingOne audio integration.
Adobe Conect Pro 7 Support 800-945-9120

Meeting Host Instructions:

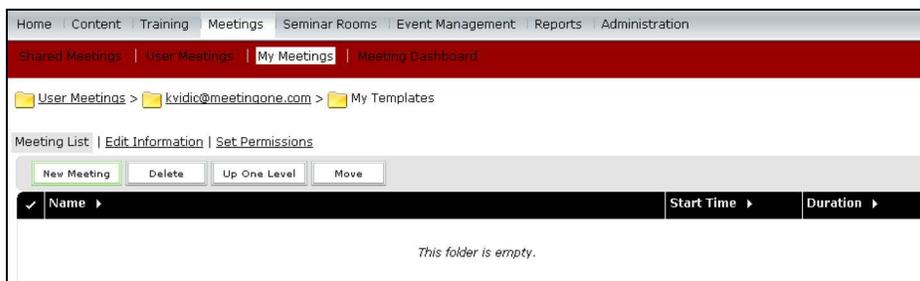
Setting up your MeetingOne audio integration

Now have your Meeting Hosts log into Connect Central. Named Organizers can set up their audio bridge (separate phone numbers) by clicking on My Profile from within Connect Pro Central.

1. In the upper right corner, you will see a link to My Profile.
2. Edit My Preferences
3. Be sure MeetingOne is selected as your audio bridge
4. Enter your MeetingOne Conference Room # (your 800#)
5. Enter your Meeting One Access Number (also you 800#)
6. Enter your Host Access Code (which is your 4 digit PIN)
7. Save!
8. Log out of Connect Central and log back in

Next step: Set up your Meetings

1. Go to Meetings
2. New Meeting
3. Name your Meeting, customize your URL
4. Choose the type of Access you would like for that meeting
5. Choose to include this audio conference with this meeting (it should say MeetingOne)



Enter Meeting Information

Enter Meeting Information > Select Participants > Send Invitations

Meeting Information

Name: *

Custom URL: http://meetingone.acrobat.com/

(Leave this field blank for a system-generated URL, or include a unique URL path. For example: "productdemo" will result in http://meetingone.acrobat.com/productdemo/)

Summary:
(max length=1000 characters)

Start Time: 1 April 2009 02:15 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

How to upload your Content to the Content folder

1. Click on Content
2. New Content
3. Browse for your content Example: Power Point
4. Title it
5. Save

Home | Content | Training | Meetings | Seminar Rooms | Event Management | Reports | Administration

Shared Content | User Content | My Content | Record Recordings | Content Dashboard

User Contents > kvicid@meetingone.com

Content List | Edit Information | Set Permissions

Select Content File

File: *

The file should be one of the following formats: *.ppt, *.pptx, *.flv, *.swf, *.pdf, *.gif, *.jpg, *.png, *.mp3, *.html, or *.zip. Please refer to the documentation for valid contents for zip files.

Enter Content Information

Title: *

Custom URL: http://meetingone.acrobat.com/

(Leave this field blank for a system-generated URL, or include a unique URL path. For example: "productdemo" will result in http://meetingone.acrobat.com/productdemo/)

Summary:
(max length=1000 characters)

The document below offers instructions on how to use the audio integration:

[How to use MeetingOne's Integrated Audio with Adobe Connect in your Conference Room \(pdf\)](#)

If you are planning to hold sessions with audio, feel free to take advantage of our online audio interface called Click and Meet. It allows you to manage your audio conference visually. You can access it here:

<http://www.meetingone.com/us/customer/clientlogin.cfm>

[Introduction to Click&Meet](#)

You are now on your way to hosting your own meetings. Anytime you get stuck or have a question, you can find all of the answers in the Connect Central Administration. Click on Home and you will see a Help link in the upper right corner. Additional answers are easy to find there!

Connect Pro 7 User Guide:

<http://www.adobe.com/support/documentation/en/acrobatconnectpro/>

Tutorial videos and resources:

<http://www.adobe.com/resources/acrobatconnect/>

FUN TIP! You can customize the logos on your Log in and Meeting pages.

1. Administration
2. Customization