

## Adobe Connect ~ Instructions

### Getting Started

We have only 5 licenses for setting up meetings. You must login as a “room” in order to set up a meeting. You need to reserve a “room” so there will be no conflicts. You may use any room available. First time users need to register go to <http://hpl.umces.edu/adobe-connect>. This is the same link for reserving a room. All meetings will be deleted 60 days from event. You may record the session and download the file for distribution.

You next have to “setup” a meeting. Go to <http://umces.adobeconnect.com>

Login and passwords are:

room1@umces.edu passwd = room12010  
room2@umces.edu passwd = room22010  
room3@umces.edu passwd = room32010  
room4@umces.edu passwd = room42010  
room5@umces.edu passwd = room52010

This is the screen you will see once you have logged in.

ADOBE ACROBAT CONNECT PRO

My Profile | Help | Logout: Room 3

Home Content Meetings Reports Administration

Create New: MEETING CONTENT

My Calendar My Meetings Resources

Name	Sta...	Role
Bill Boicourt proposal	Open 07/...	Host
test_meeting	Open 07/...	Host
Chris Kelly Committee M...	Open 07/...	Host
ctestmeeting	Open 07/...	Host
demo2	Open 07/...	Host
demo with Chris	Open 07/...	Host

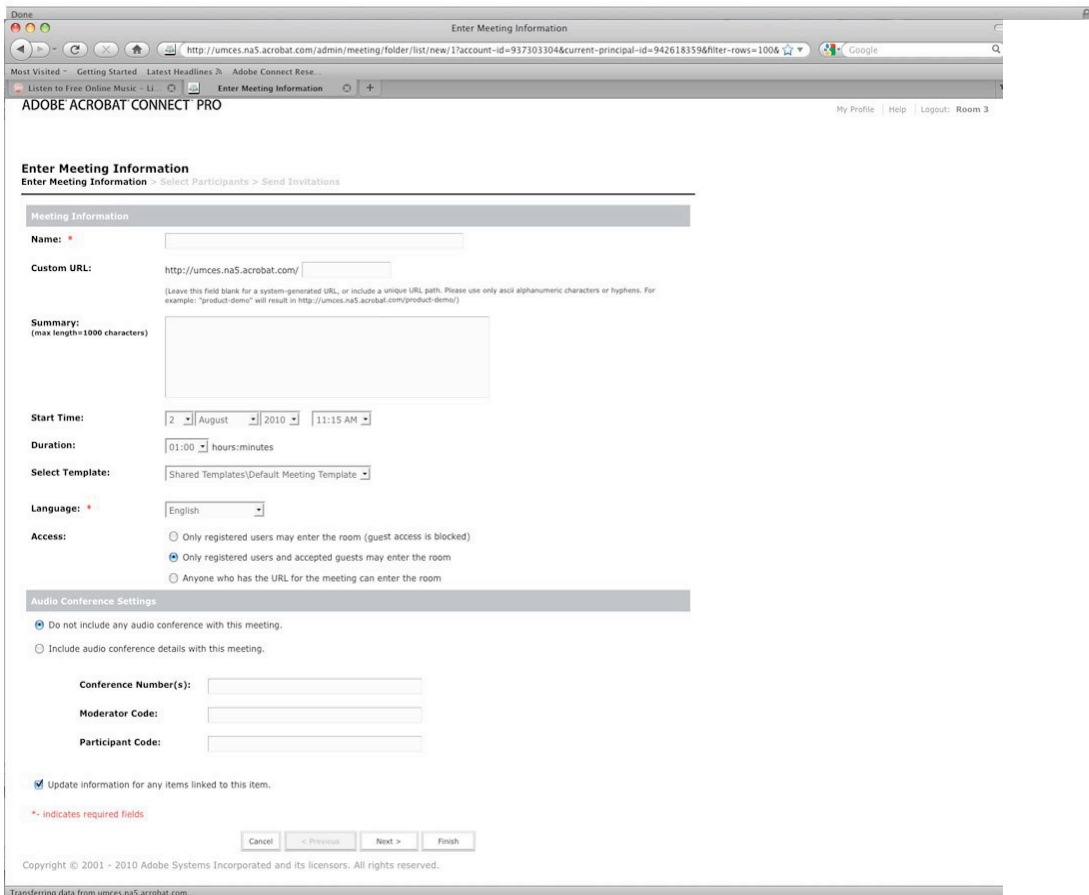
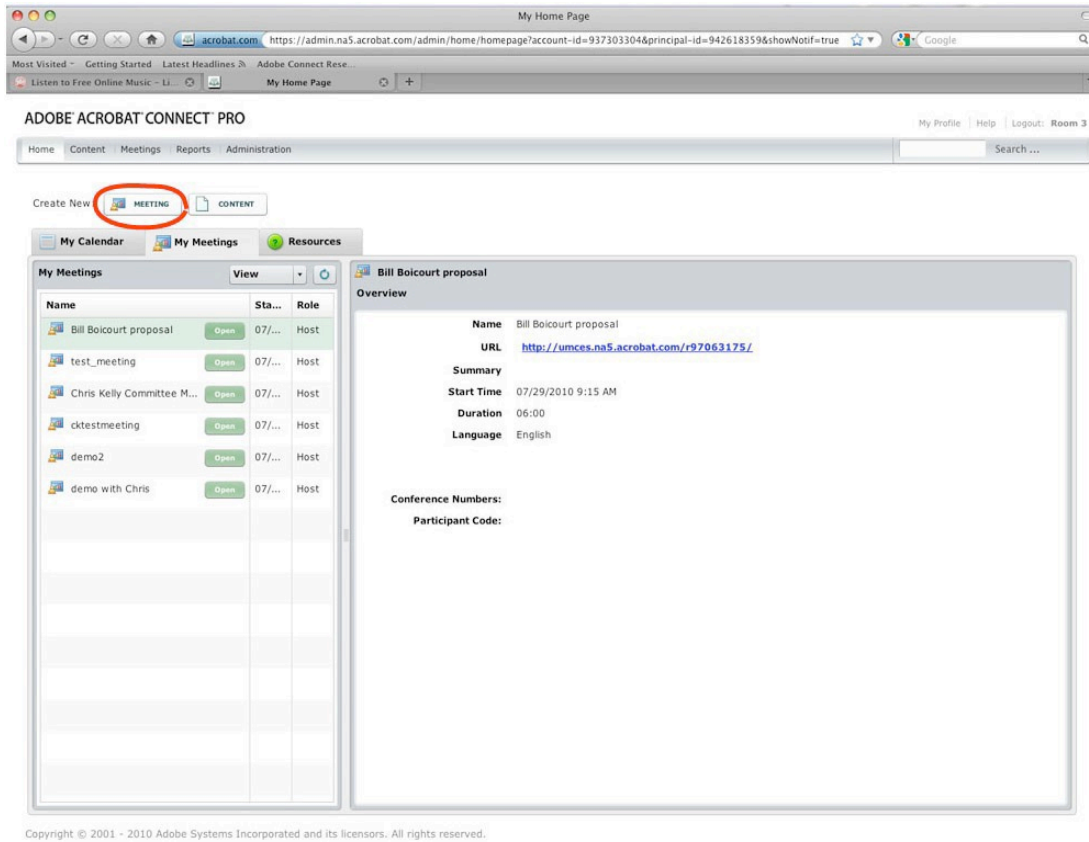
**Bill Boicourt proposal**  
Overview

Name: Bill Boicourt proposal  
URL: <http://umces.na5.acrobat.com/r97063175/>  
Summary  
Start Time: 07/29/2010 9:15 AM  
Duration: 06:00  
Language: English

Conference Numbers:  
Participant Code:

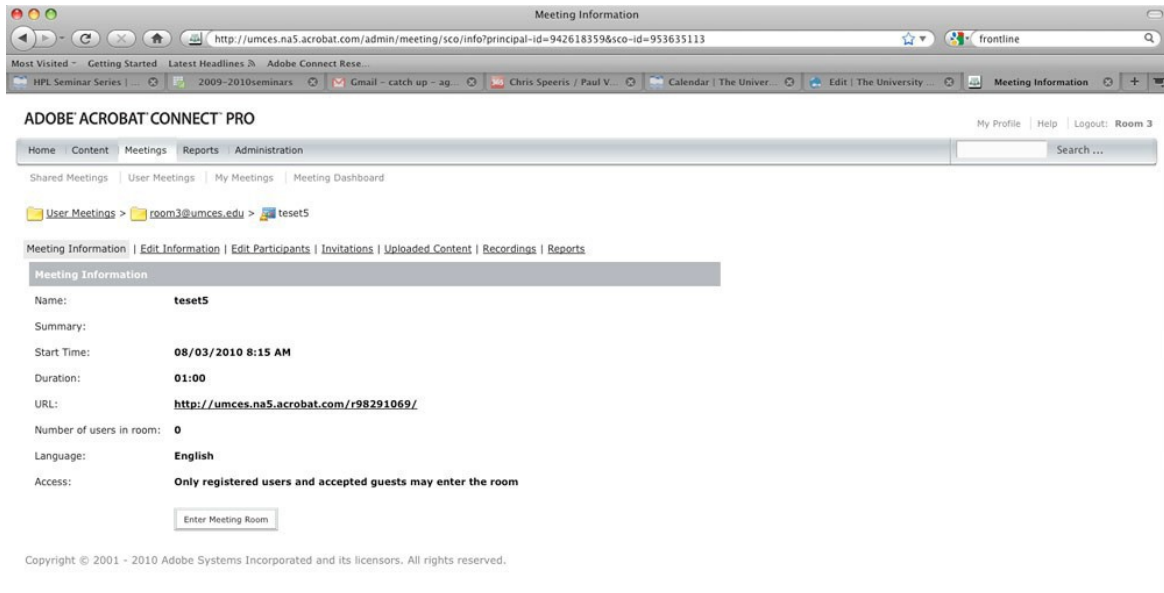
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Select Create New Meeting from upper left.

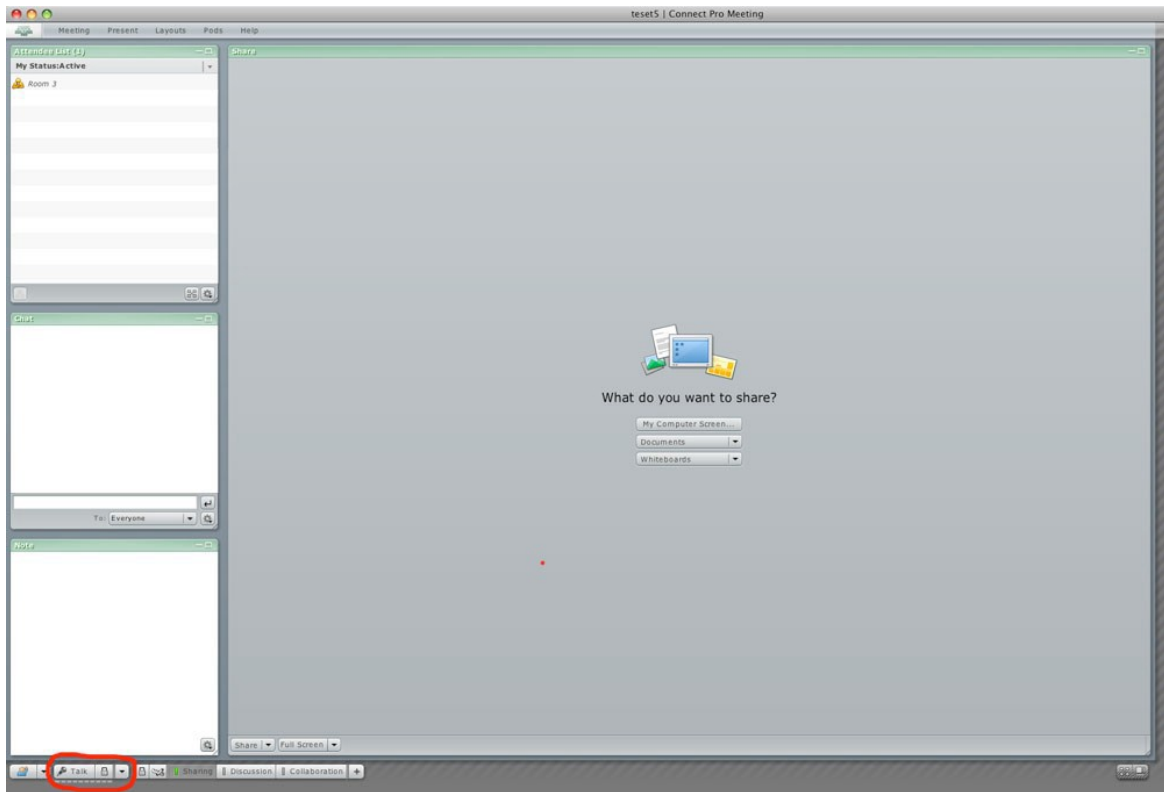


You will then see the above screen.

Fill in a title. You may choose to create your own URL or just leave blank. You may enter in summary information if you want. Leave the rest as is and hit the next button at the bottom of the screen. The following screen should show up with the URL:



Once you are logged into a meeting, you will see the screen below.



The room is the presenter. This controls the level of participation in the meeting as well as sound and/or video. Click on bottom lower left (see above) to activate sound. This seems to be where most of the problems with this system enter in. Make sure your computer microphone is set up correctly (especially on desktop computers).