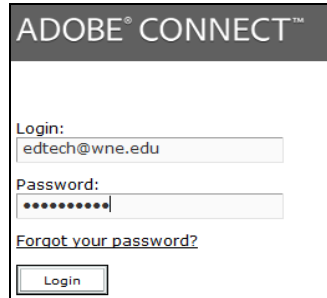




CREATING AN ADOBE CONNECT MEETING

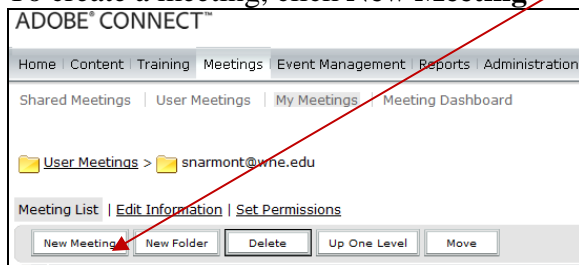
Log into adobe connect (<https://wne.adobeconnect.com>) using the username and password that were provided to you by an Educational Technology staff member.



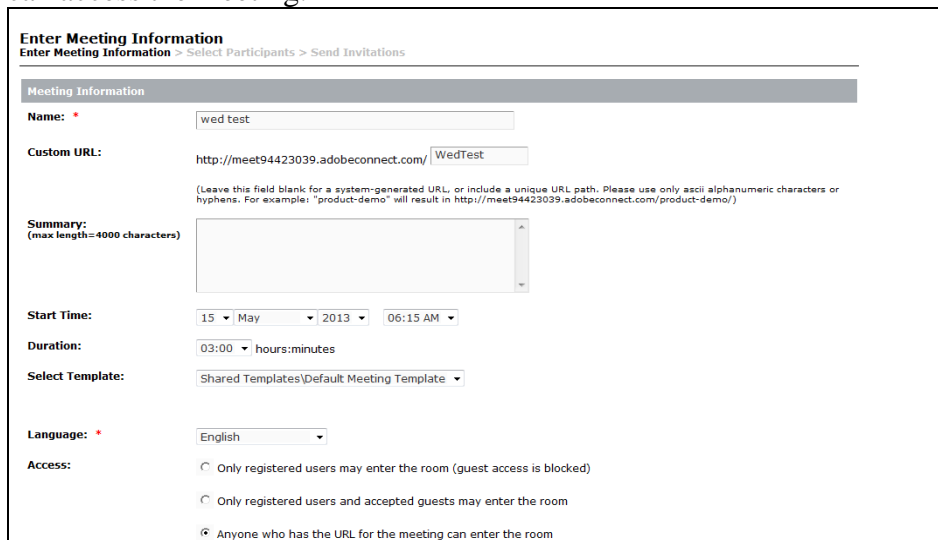
At the top of the page, click on **Meetings**



To create a meeting, click **New Meeting**



Name the meeting, and if desired add to the custom URL. Also indicate the duration of the meeting and who can access the meeting.



Click **Next** to select additional participants or click **Finish** if you will provide a link to your students (in Kodiak) If you select **Next** you can add participants and choose their role (e.g. host) . In most cases, you just click **Finish** because you will provide the link to your students in a Kodiak classroom.



Click **Finish**.

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

To invite people to your meeting, please copy the meeting details provided in the 'Message Body' below and send it to your invitees using an email client. Optionally, select the 'Send Email' button below to receive a mail on your email address which automatically includes the meeting details. You may subsequently forward the invitation to other meeting attendees.

To: Ed Tech (edtech@wne.edu)

Subject: Adobe Connect - Meeting Invitation to ""

Attach Microsoft® Outlook™ calendar event (iCal) to e-mail message: ☒ Yes

Message Body:

Please join me in an Adobe Connect Meeting.

Meeting Name: Wednesday's Meeting
Summary:
Invited By: Ed Tech (edtech@wne.edu)
When: 06/26/2013 1:30 PM - 2:30 PM
Time Zone: (GMT-05:00) Eastern Time (US and Canada)

You will receive an e-mail. In that e-mail will be the URL that you can provide to your students in Kodiak.

Please join me in an Adobe Connect Meeting.

Meeting Name: Wednesday's Meeting
Summary:
Invited By: Ed Tech (edtech@wne.edu)
When: 06/26/2013 1:30 PM - 2:30 PM
Time Zone: (GMT-05:00) Eastern Time (US and Canada)

To join the meeting:
<http://wne.adobeconnect.com/wed/>

If you have never attended an Adobe Connect meeting before:

Test your connection: http://wne.adobeconnect.com/common/help/en/support/meeting_test.htm

Get a quick overview: <http://www.adobe.com/products/adobeconnect.html>

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NOTE: You may also wish to provide your students the links to the URL to *Test your connection* and the URL to *Get a quick overview*.