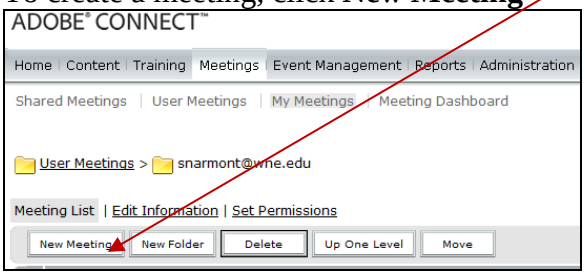
CREATING AN ADOBE CONNECT MEETING

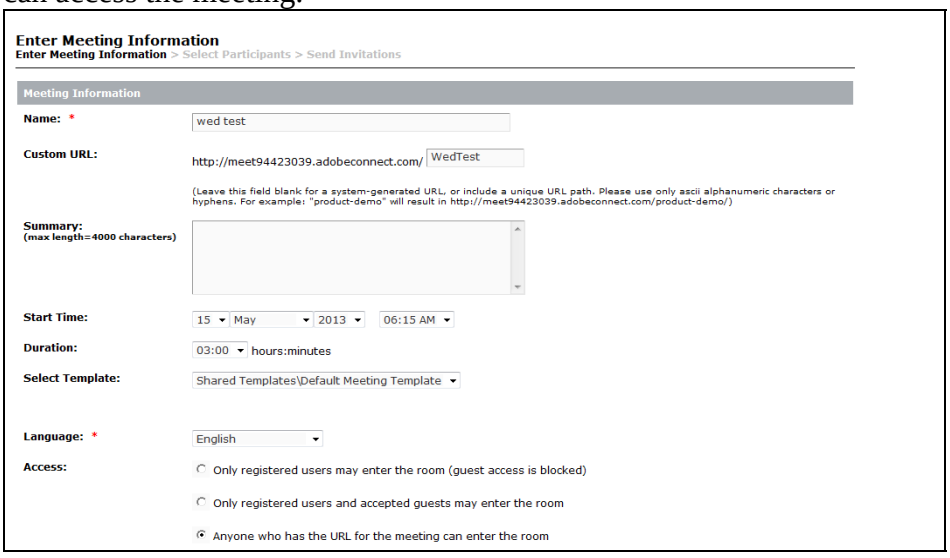
Log into adobe connect (https://wne.adobeconnect.com) using the username and password that were provided to you by an Educational Technology staff member.

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

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

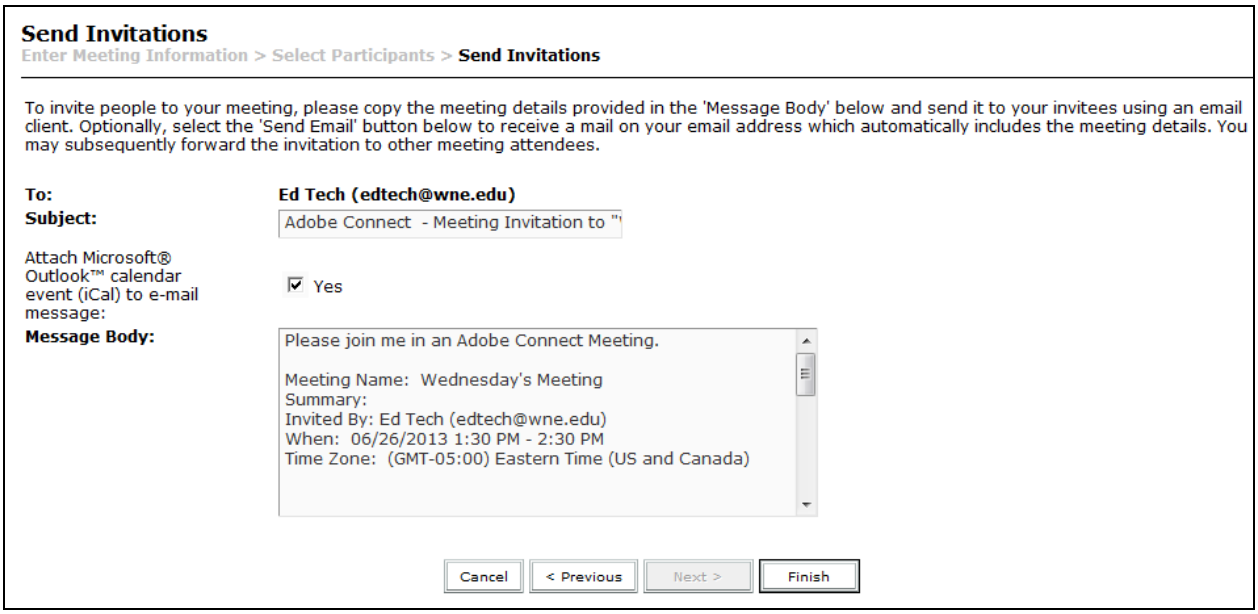


Name the meeting, and if desired add to the custom URL. Also indicate the duration of the meeting and who can access the meeting.

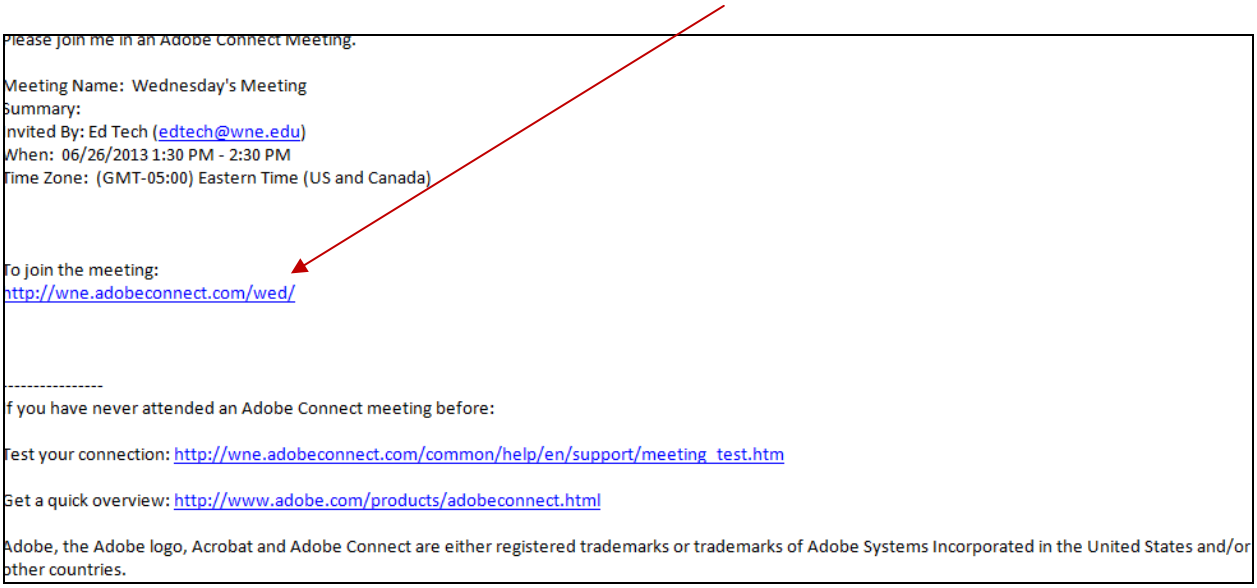


Click **Next** to select additional participants or click **Finish** if you will provide a link to your students (in Kodiak) If you select **Next** you can add participants and choose their role (e.g. host) . In most cases, you just click **Finish** because you will provide the link to your students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

Click **Finish**.



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



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.***