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.