Software and Hardware Requirements

Adobe Connect 9 requires that you have an Internet connection, a web browser, and Adobe Flash Player 10.3 or later to attend a web conference. It supports nearly any operating system including Windows, Macintosh, Linux, and Solaris, as well as the most widely used browsers including Internet Explorer, Firefox, and Safari (there is no Adobe Connect add-in for Chrome in Adobe Connect 9; the add-in is required for screen sharing). For hosting a meeting, it is also strongly recommended that you have access to a webcam and headset with microphone. For more information about system requirements, visit Adobe Connect 9 Tech Specs: http://www.adobe.com/products/adobeconnect/tech-specs.html.

Creating a Meeting

- To create a new meeting room, you need to login to Adobe Connect Central. Visit https://connect.luc.edu and enter your UVID and password.
- Select the Home button at the top of the screen, and then click on the Meeting button.
- You will need to create a meeting name and unique URL.

<table>
<thead>
<tr>
<th>Name: *</th>
<th>Adobe Connect 101</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom URL:</td>
<td><a href="http://connect.luc.edu/">http://connect.luc.edu/</a> [connect101]</td>
</tr>
</tbody>
</table>

(Leave this field blank for a system-generated URL or include a unique URL path. Please use only alphanumeric characters or hyphens. For example: "product-demo" will result in http://connect.luc.edu/product-demo.)

- Guests may be provided access to a meeting. It is recommended that you allow for registered users and accepted guests to enter your room as indicated below. This will provide students with the option to enter as a guest if the meeting attendee list is not completely up-to-date (e.g., late registration). As host, you will be prompted to grant room access to each individual guest request.
- **Please note:** A licensed host must be present for the duration of all open meetings (e.g., students are not allowed to host meetings; those in presenter mode will be automatically demoted should the host exit the meeting session).

- Under Audio Conference Settings, leave the default marked, then click Next.
Adding Attendees

- To add attendees using the directory, click the **Search** button in the **Available Users and Groups** box, and type in the first and last name for an attendee.

- The box will populate with individuals matching your search criteria. Verify the name and corresponding UVID are correct, and then click the **Add** button. This will copy the attendee to the Current Participants box.

- By default, attendees are assigned the role of participant. To change roles, select a name and click the **Permissions** button.

  **All attendees assigned the role of host should have an active Loyola host license.**

- To delete an attendee, select a name and click the **Remove** button.
Adobe Connect: Creating and Accessing a Meeting through Connect Central

- Send an invitation to attendees or share the meeting URL. The meeting information is also available in Adobe Connect Central for attendees to access including the date, time, and URL.

![Image of invitation message]

Accessing the Meeting Room

- Use the meeting URL to access the meeting room. If you are not already logged into Adobe Connect Central, you will be prompted to enter your UVID and password. All attendees will be required to accept the **ITS Policy Agreement** before being allowed into the meeting room.

- If you have allowed for guest access, attendees can select Enter as a Guest. Please request that they provide both first and last name.

![Image of login page]
Ending the Meeting

- At the conclusion of the meeting, you need to properly **End Meeting** so that the meeting room is closed and attendees cannot re-enter the space until the next meeting.
- To end the meeting, select **Meeting** and then click **End Meeting**.

Select **OK**