Adding the Adobe Connect Tool

If you have not yet added the tool to your Sakai course or project site, follow these instructions:

1. Click Site Info in your course tools menu.

2. Click Edit Tools.

3. Check the box for Adobe Connect.

4. Scroll down to the bottom of the page and click Continue.

5. Confirm your tool edit on the next page and click Finish.

Creating a Meeting

1. To create a new meeting room, log into sakai.luc.edu and select your course from the course tabs at the top of your screen.

2. Click on the Adobe Connect button in the course menu on the left.

3. Then Click the New Room button at the top of the page.

4. Create and enter a unique Room name for your meeting.

Please note: You will only need one meeting room per course, as the meetings can be reused at any time, and attendees can be changed by editing the meeting as needed.
5. Select **Default Meeting Template** for the **Type of Room**.
6. You can leave the default dates and times, as you can use the meeting space whenever you like and for as long as you like without changing these settings.

![Meeting Template Image]

7. If you want to use the meeting on a regular basis, click the box for **Recurrence** and select when the meeting will recur and how many times it will recur.

![Recurrence Image]

8. Leave the **Access options** at the default if you want all students who are already enrolled in your Sakai course (all site users) to be able to enter the room.

![Access Options Image]

9. If you allow access by group and user, you can select attendees in a more granular way; just use the arrows to move users or groups from the “Available” boxes on the right to the “Selected” boxes on the left.
10. You can choose to add the meeting to the course calendar, add an announcement, or send an email notification to students.

Add event to the calendar  
Add announcement  
Send mail notification  

11. Finally, click the **Create** button to finish creating the meeting.

12. You (and your students) can find the URL to share with anyone with a Sakai account who is not enrolled in your course under the **URL** heading to the right of the meeting name.

13. If you want to invite a guest who does not have a Sakai account, enter the meeting room by clicking its name, then click **Meeting**, select **Manage Access and Entry** and then select **Invite Participants** and send the email with the URL to your guest.