Create a Meeting in Sakai

1. Select the Adobe Connect Tool (Please see Adding a Tool for instructions on how to add the Adobe Connect Tool to a course).
2. Select the New Room button from the top of the page.

3. Create a unique Room Name.

   *Note: You only need to create one meeting room per course, as the meeting rooms can be reused as many times as you wish.

4. The Start date, End date and Recurrence do not have to be changed and do not effect the ability to access a room. Change this information if you wish to add them to a calendar, create an announcement, or send an email notification.

5. Access options decides who has access to the meeting room.
   a. Select Allow access to all site users if you want all students who are already enrolled in your Sakai course to be able to enter the meeting room.
   b. Select Allow access by group and user to select specific attendees, using the arrow keys, to be able to enter the meeting room.
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6. Place a check in the box if you want to **Add event to the calendar**, **Add announcement** or **Send email notification**.
7. Select **Create**.