How to Operate Adobe Connect

St. Thomas has changed its AdobeConnect hosting practice. The following guide is for the new system.

To request to be a host, go to this website, fill out the form and then submit it. http://www.stthomas.edu/irt/communication/webconferencing/

This website also contains information on how to access Adobe Connect, and how to create a meeting room.

Once you have been approved to a host, go to: http://collaborate.stthomas.edu/ and use your authorization to enter the administrator’s interface. Login is your username; password is the one you use to access your email. For instance:

![Login Page](image)

Your administrator’s interface looks like the following:

![Admin Interface](image)
The first time you enter, you will not have any meetings under the my meetings tab, see above. If this is not your first time using it, you will see your different meeting rooms listed under My Meetings.

To create a meeting room:

1. Click on the Create New Meeting Button:

   Create New:  

2. The following screen will come up:

   ![Meeting Creation Screen]

3. Fill out the box as below:

   - Type a meeting name (required) in the name field.
   - (Optional) You can create a custom URL for the meeting. If this field is left blank, the URL will be an automatically-generated combination of letters and numbers.
   - (Optional) Enter a meeting summary, a start time and a meeting duration. The start time is arbitrary: attendees will be able to enter the meeting room both before and after the meeting start time and duration.
Choose a meeting template that best describes the type of meeting you are creating.

The meeting template will pre-configure your meeting room. There are six default options in the template drop-down menu:

- Default Event Template, Default Meeting Template and Default Training Template are the default Adobe Connect templates.
- IRT may offer specifically designed templates to meet common teaching needs in the future.
- If you have created additional templates, they will be visible under "My Templates".
- Select a meeting language from the drop-down menu. English is default.
- Set the meeting access. If unsure, select "Anyone who has the URL for the meeting can enter the room". Be aware that the first option, "Only registered users may enter the room", will not allow anyone without an Adobe Connect license to enter the meeting room.
- Under Audio Conference Settings, select "Do not include any audio conference with this meeting".
- When completed, click to create the meeting.

For more information, please visit the site:
http://www.stthomas.edu/irt/communication/webconferencing/