Creating an Adobe Connect Meeting:

1. Go to adelphi.adobeconnect.com and login. If you do not have an Adobe Connect account, please contact the Faculty Center Instructional Media Lab for a login and password.

2. Select Create New: Meeting
3. You will now be in the *Create Meeting* dialogue

   a. Name your meeting

   b. You do not have to enter a custom URL, but it is recommended so that the
      meeting is easier to find—Adobe will assign you a random URL if you leave it
      blank

   c. Start time and duration are optional, and does not affect the times your meeting
      is available—your meeting stays open until you close it. The time and duration is
      only used to send out invitations.

   d. Choose the access settings

   e. Unless you plan to have a third party teleconferencing tool for audio, select *Do
      not include any audio conference with this meeting*

   f. Click *Next*
4. You will now be in the Select Participants dialogue
   
a. To add a participant, select their name in the left pane, and then click Add below (note: to select multiple participants hold cmd+click[mac], or cntrl+click[PC])

b. When you’re finished, click Next

5. You will now be in the Send Invitations dialogue

   a. Choose whether or not you want to send out invitations to participants

   b. Click Finish
6. You will now be taken to the Meeting Information page

7. Click Enter Meeting Room