Getting started as a Host with Adobe Connect 9

Adobe Connect is a web conferencing platform for web meetings, eLearning, and webinars.

Adobe Connect Services support is available 24/7 at **1-800-422-3623**.

Equipment needed for using Adobe Connect:
- Computer running Mac OS 10.5 or greater or Windows XP or newer with a minimum of 4GB of memory, 8GB is preferred.
- Webcam (If your webcam is not built-in then we recommend that you purchase a Logitech webcam model C615. Microsoft webcams are not supported.)
- USB headset (If you don't have a USB headset, we recommend that you purchase a Plantronics Audio 628 USB headset.)

First, go to http://www.mozilla.org/en-US/firefox/new download and install Firefox.

Next, go to http://get.adobe.com/flashplayer download and install Flash Player.

A Wired Broadband (Cable/DSL) Internet connection is required. **A Wireless connection is not recommended**. To test your Internet speed, go to http://www.speedtest.net. You should have at least a download and upload speed of .50 Mbps. A faster Internet connection is always preferred.
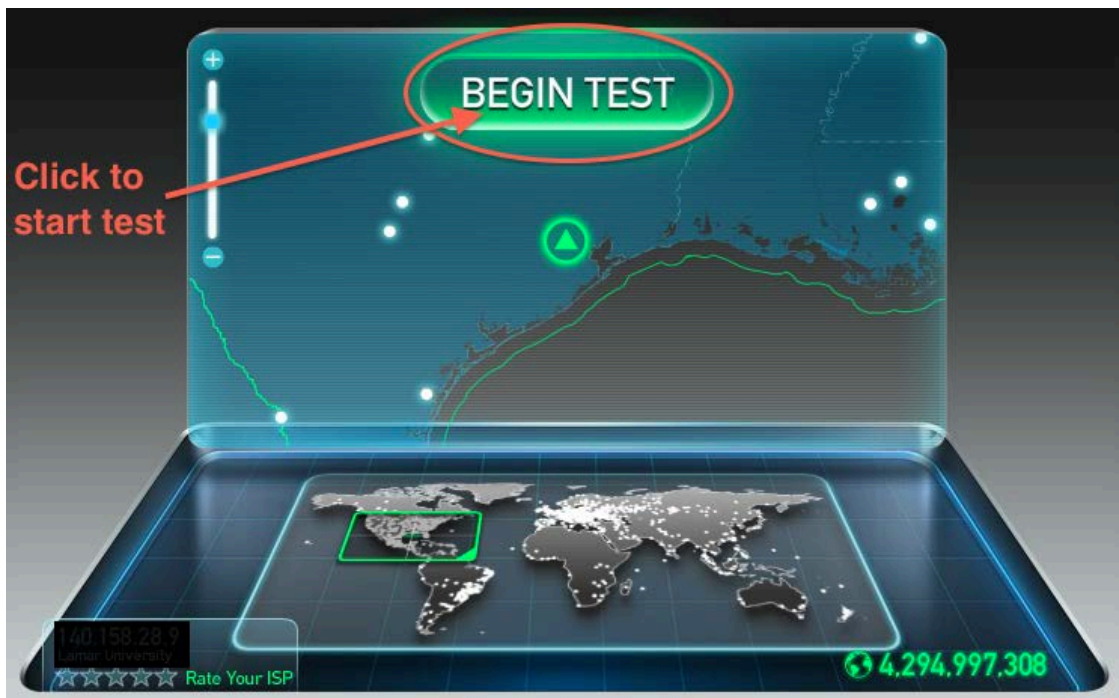
Other people that are using the Internet in your household will reduce your connection speed. Examples are streaming movies and online games. Make sure you do not have any other programs running. For example, email client, Dropbox, Skype, etc.

Now open Firefox and go to
https://admin.acrobat.com/common/help/en/support/meeting_test.htm and
install any updates. You should do this every time that you have a meeting to insure
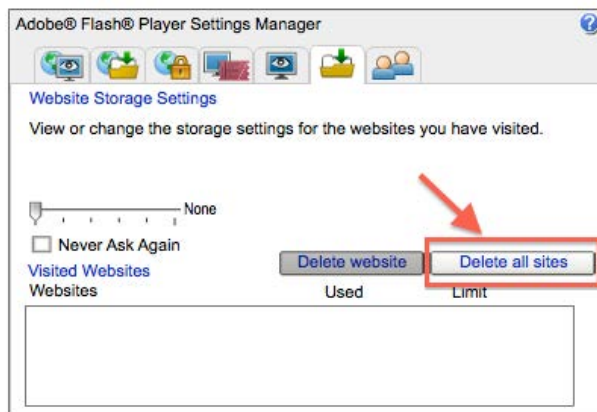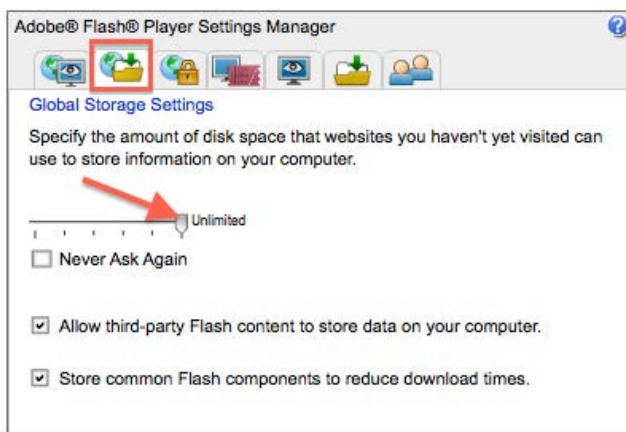you will have a successful meeting.
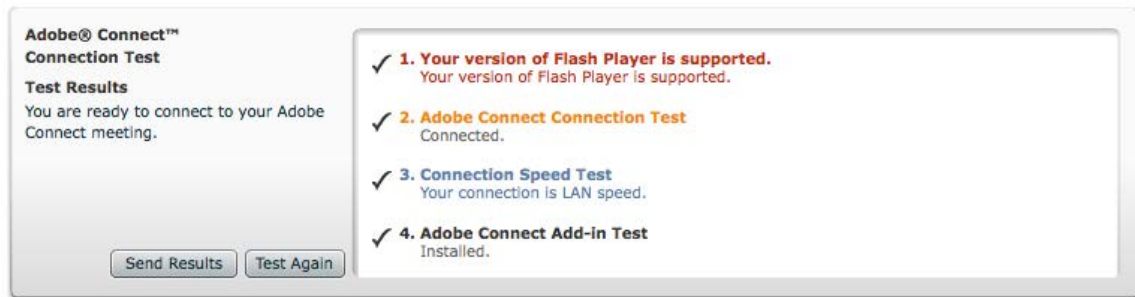
Clear your Flash Cache by going to http://tinyurl.com/clearadobe

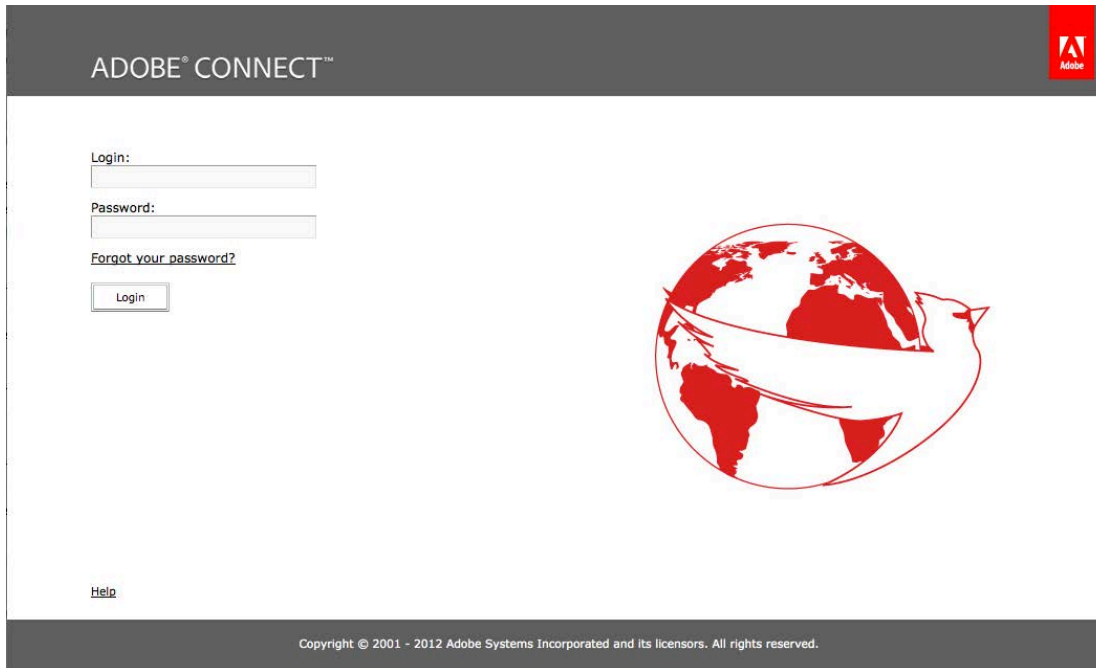Click on **Delete all sites**. Then click **Confirm**.

Next, click on the second tab in this window. I have highlighted this one in red. Now
move the bar that the arrow is pointing at to the right so that says **Unlimited**.

Go to http://lamar.adobeconnect.com and use your email address for example (first.last@lamar.edu) and new password that you setup when you received the instructions from Adobe.

If you ever forget your password click on **Forgot, your password** located above the Login button and Adobe will send you a link email address that you use to logon to Adobe Connect. Now Click on **Login**.

You are now at the Adobe Connect Central home page. Click on the **Meetings** tab.
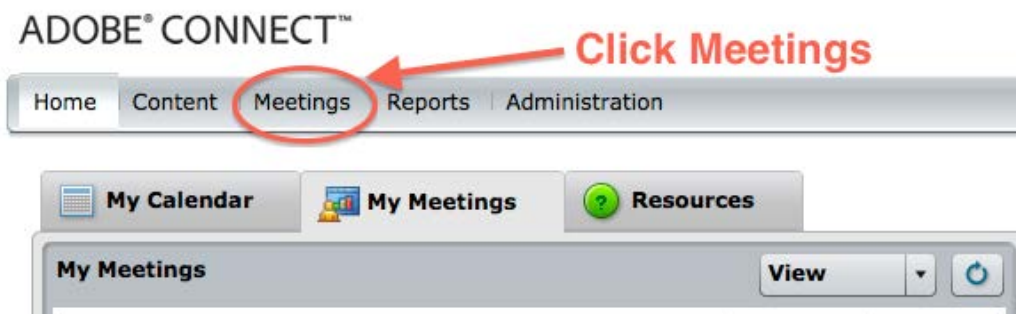
Next Click the **New Meeting** button to start the Meeting Wizard.

After the creation of the meeting room, the room may be reused for future meetings.

Give the meeting a name, for example Office Hours, and enter an easy name for the custom URL. For example, you could use your first or last name. Enter summary information. Next, give the start time and duration of your conference. On **Access**, choose either **Only registered users and accepted guests may enter the room** or **Anyone who has the URL can enter the room**. Then click **Next**.
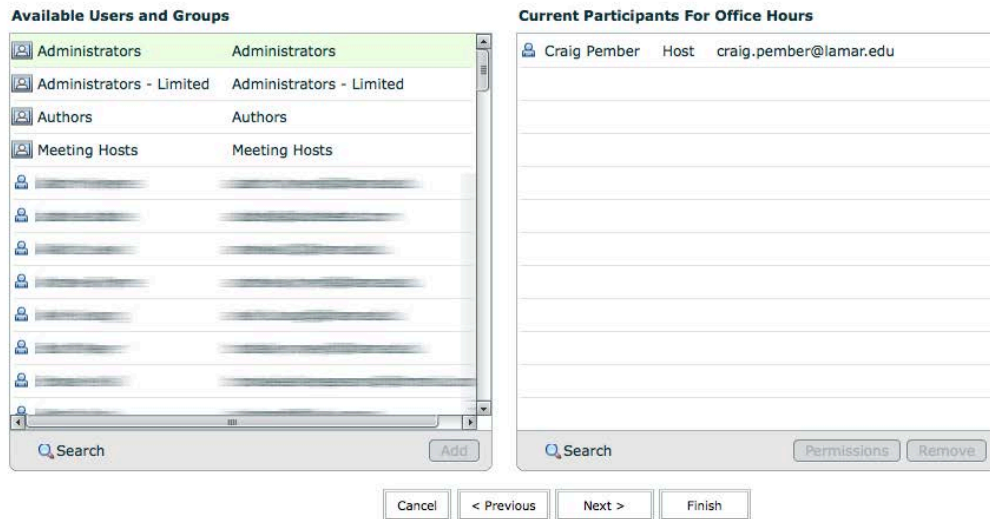
You should be listed under current participants as a Host. (If you want to add an additional host to your room, find the user in the list and click on **ADD**. *They will then be listed under current participants.* Next click on their name and then click on **Permissions** and select **Host**.) Click on **Next** to continue.

Now you can send out invitations to all of your participants using the URL that you created. For example: **http://lamar.adobeconnect.com/LastName**. Next, you will have to compose a new email message from your computer or copy and past this link into Blackboard.

Once you are in the room click on **Meeting**, scroll down to **Audio setup Wizard**, and follow the instructions. Finally, click on **Meeting** then **Preferences**, select **Room Bandwidth**, and choose **DSL/Cable**. Now you are ready to start your meeting.