Step 1: After logging into Adobe Connect with your OnePurdue account information, from the Home page, Click Meetings.

(circled in red in the image to the right)

Step 2: From the meeting page, click on the meeting room you want to edit.

(circled in red in the images to the right)

Step 3: The meeting information you entered previously will be displayed. To edit the existing information, Click Edit Information.

(circled in red in the images to the right)

Step 4: The form with existing information will be displayed. Edit the meeting name, date, time or privacy settings, as displayed in the image to the right.

When complete, Click Save at the bottom of the form.
**Editing Existing Rooms (cont’d)**

**Step 5:** To add or remove meeting participants, Click Edit Participants.

(opposed in red in the images to the right)

**Step 6:** In the Available Users and Groups box, find new participants to Add to the meeting.

Under the Current Participants box for your meeting, select current participants to Edit Permissions or Remove from the meeting.

(opposed in red in the image to the right)

Note: For further detailed instructions on this step, refer to Steps 5 and 6 in “How to Create a Meeting Room.”

**Step 7:** To send or resend invitations to selected meeting participants, Click Invitations.

(opposed in red in the images to the right)

**Step 8:** A default invitation message will appear, as shown to the right.

Select who you want to send the message to from the drop down. Click Send.

(opposed in red in the image to the right)

Note: For further detailed instructions on this step, refer to Steps 7 in “How to Create a Meeting Room.”
Step 9: To view any content uploaded to the meeting room, Click Uploaded Content.

Here, everything uploaded in the meeting room is listed. Select and delete any unused or unwanted content, as well as organize content into folders.

(illustrated in the images to the right)

Step 10: To access any recordings that have been made in this meeting room, Click Recording, and select the recording you wish to access.

Note: For further detailed instructions on this step, refer to “How to Locate Meeting Recordings.”

Step 11: To access reports for this meeting, Click Reports.

This includes information such as meeting attendance, information on different meeting sessions, or information on different poll questions. To view, Click each report, as shown to the right.