How to Create a Meeting Room
Adobe Acrobat Connect Pro

Step 1: Log into:

https://gomeet.itap.purdue.edu

with your OnePurdue account information.

Once you are logged in, click on Meetings.

Step 2: To create a new meeting, click on “New Meeting.”


**Step 3:** Now, a blank information form will be displayed. See the example below for the important steps to fill out the form for your meeting.

**Enter Meeting Information**

- **Meeting Information**
  - **Name:**
  - **Custom URL:**
  - **Summary:**
    - Left blank by default.
  - **Start Time:**
    - 19 June 2001, 11:45 AM
  - **Duration:**
    - 0:10:00 hours:minutes
  - **Select Template:**
    - Shared Templates/Default Meeting Template
  - **Language:**
    - English
  - **Access:**
    - Only registered users may enter the room (guest access is blocked)
    - Only registered users and accepted guests may enter the room
    - Anyone who has the URL for the meeting can enter the room

**Audio Conference Settings**

- Do not include any audio conference with this meeting.
- Include audio conference details with this meeting.

**Step 4:** After completing the information form, click Next.
Create a Meeting Room (cont’d)

**Step 5:** Next, select participants from the list displayed. Click on the name and click Add.

(Selected name highlighted in green and Add option circled in red in the image to the right)

The name will be added to the list on the right, also shown in the image.

*Search Engine Tip:* type the name and let it search. Do not hit enter.

**Step 6:** Select participant permissions for the meeting from the pop-up menu.

(outlined in the red box in the image to the right)

**Participant Permissions Info**

- **Participant:** Participants can view the content that the presenter is sharing, hear and see the presenter’s audio and video broadcast, and use text chat.

- **Presenter:** Presenters can share content already loaded into the meeting room from the library and share content from their computer, including Adobe® Presenter presentations (PPT files), Flash® application files (SWF files), images (JPEG files), and FLV files. They can share their screen with all attendees, chat, and broadcast live audio and video.

- **Host:** Hosts can set up a meeting, invite guests, add content to the library, share content, and add or edit layouts in a meeting room. They can promote other participants to the role of meeting room host or presenter, or give enhanced permissions to a participant without promoting the participant. Hosts are able to create and manage small group breakout rooms within a meeting. They can also perform all the tasks both a presenter or participant can.
Create a Meeting Room (cont’d)

**Step 7:** Send invitations to selected participants.

A default message will appear, as shown to the right.

If you want to send invitations, make sure Send Invitation is selected. Otherwise, select Do Not Send Invitations.

(circled in red in the image to the right)

**Step 8:** Click Finish to complete the creation of your room.

(circled in red in the image above)

Note: If you choose not to send invitations at this step, you can return to send invitations when ready.