

# Adobe Connect at IU: Leading a Class or Meeting

Host live class sessions or online chat sessions from your computer.

## Overview

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Adobe Connect (formerly called Breeze) enables you to host live presentations from your computer. Using Adobe Connect, you can:

- Share anything you run on your computer
- Use a whiteboard
- Engage in chat sessions with your students
- Record sessions so students can view them at a later time

*Note: Other applications, such as PowerPoint and Adobe Presenter, may be more effective for recording lectures or presentations.*

## Apply for an IU Meeting Adobe Connect Account

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Before you can lead an Adobe Connect meeting, you must apply for an account with UITS and install the Connect Meeting Add-in.

1. **Fill Out the Connect Meeting application form** (for IU faculty and staff only), at:  
[https://www.indiana.edu/~video/fpForms/connect\\_request2fp.cgi](https://www.indiana.edu/~video/fpForms/connect_request2fp.cgi)
2. **Check your email account** for your account confirmation.

## Install the Connect Meeting Add-in

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As a Host or Presenter in a Connect Meeting, you'll need the Connect Meeting Add-in. You will be prompted to install it the first time you enter a Connect meeting as a Host or Presenter, or the first time you are promoted to Host or Presenter within a Connect meeting. If you'd like to install it ahead of time, follow these steps:

1. **Go to the Adobe Connect Downloads page**, <http://www.connectusers.com/downloads/> to install the Connect Meeting Add-in.
2. **Choose the Add-in that matches your operating system** from the links on the page.
3. **Follow the on-screen instructions** to complete the installation process.

## Create your first meeting

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Follow these steps to create your first meeting:

1. If necessary, Log in to Adobe Connect at <http://breeze.iu.edu/>.
2. To begin creating the meeting, on the Connect homepage, **Click Meeting**.
3. In the Enter Meeting Information form, **Enter a Name**.  
*Note: The meeting name should be unique; it cannot match an existing meeting name on the server. This meeting name will be the name of your meeting room. Meeting rooms can be reused, just like a physical classroom, so give your meeting room a generic name and use it for multiple classes.*
4. If desired, fill out the Custom URL field.  
If this field is left blank, the system will automatically create a URL. However, you can create a short and logical URL which will be easier to email to participants.
5. Then, **Click the Radio Button next to: "Anyone who has the URL for the meeting can enter the room."**  
This allows students to enter the room without a Connect account. They will be prompted to provide a guest name.  
*Note: You can use Oncourse to automate students' Connect Meeting login. See <http://kb.iu.edu/data/aujr.html>.*
6. **Click Finish** to create the meeting.

## Invite attendees to your meeting

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You can invite attendees to your Connect session by sending them the meeting URL. To find the meeting URL:

1. If necessary, **Log in to Adobe Connect** at <http://breeze.iu.edu/>.
2. From the Admin page, **Click the My Meetings Tab**.
3. **Select your meeting** from the panel on the left side of the screen.
4. **Copy the URL** from the panel on the right side of the screen.
5. **Paste the URL** into your meeting announcement.  
We suggest you also include the following information in your announcement:

- Meeting details, such as date and time
- Instructions to enter as Guest
- A link to the Connect Meeting Test page:  
[http://admin.adobeconnect.com/common/help/en/support/meeting\\_test.htm](http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm)

## For additional help

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You can get help from various sources.

- General information can be found at the Connect @ IU web site: <http://www.indiana.edu/~breeze/>.
- The Adobe Connect Visual Quick Start Guide can be found at: [https://seminars.adobeconnect.com/\\_a227210/vqs-hosts/](https://seminars.adobeconnect.com/_a227210/vqs-hosts/).
- For more short tutorials, see: <http://www.adobe.com/resources/acrobatconnect/>.
- To contact a consultant for immediate help with an application by chat, phone, or email 24 x 7 browse to: <http://kb.iu.edu/data/abxl.html>.
- Instructors can get help as you integrate technology into your teaching. See the list of IU campus teaching centers to find your own center contact information: <http://kb.iu.edu/data/aitz.html>.