

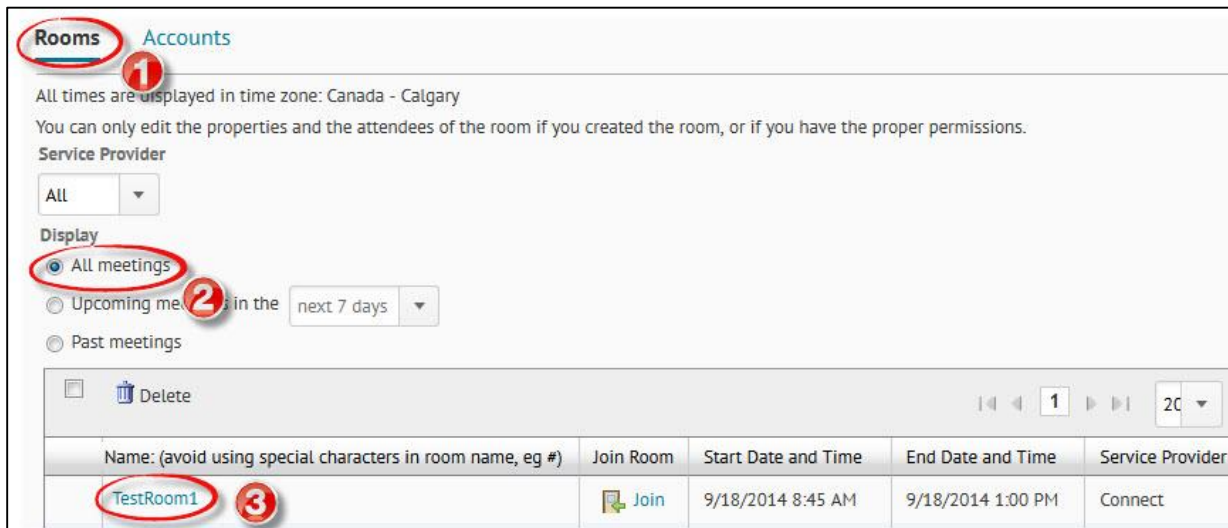
Access Adobe Connect Meetings and Recordings

Adobe Connect Meeting (ACM) is a Flash-based synchronous communication system where you can connect in real-time with your instructor for live presentations, or with peers for group meetings. Your instructor will schedule Adobe Connect Meeting online rooms for online learning, and group meetings.

Step 1: In the Red Navigation Bar, click **Online Rooms**



Step 2: Scroll to the bottom of the page to view a list of scheduled Adobe Connect Meeting online rooms. **Click on the Name of the Room.**

A screenshot of the Adobe Connect web interface. At the top, there are two tabs: 'Rooms' (selected and circled in red with a red '1') and 'Accounts'. Below the tabs, there is a message: 'All times are displayed in time zone: Canada - Calgary'. A note states: 'You can only edit the properties and the attendees of the room if you created the room, or if you have the proper permissions.' There are two sections: 'Service Provider' with a dropdown menu set to 'All', and 'Display' with three radio buttons: 'All meetings' (selected and circled in red with a red '2'), 'Upcoming meetings in the next 7 days', and 'Past meetings'. Below these is a table with a 'Delete' button and a table of rooms. The table has columns: Name, Join Room, Start Date and Time, End Date and Time, and Service Provider. The first row shows a room named 'TestRoom1' (circled in red with a red '3') with a 'Join' button, start time '9/18/2014 8:45 AM', end time '9/18/2014 1:00 PM', and service provider 'Connect'.

What would you like to do?

- [Join an Adobe Connect Meeting Online Room](#)
- [View an Adobe Connect Meeting Online Room Recording](#)

How to Join an Adobe Connect Meeting Online Room

Step 3: Select the **Room** tab



Step 4: Click **Join Room**. Adobe Connect Meeting software will open in a new window.

Name: (avoid using special characters in room name, eg #)
TestRoom1

Description
N/A

Start Date and Time
Thursday, September 18, 2014 8:45 AM MDT

End Date and Time
Thursday, September 18, 2014 1:00 PM MDT

Time Zone
Canada - Calgary

Service Provider
Connect

Join Room

How to View an Adobe Connect Meeting Online Room Recording

Step 3: Select the **Archive** Tab



Step 4: Click on the **name of the recording**. The recording will open in a new window.

Archives - TestRoom1		
<div> Room Archive </div>		
All times are displayed in time zone: Canada - Calgary		
<div> <div>1</div> <div>20</div> </div>		
Name: (avoid using special characters in room name, eg #)	Creation Date	Visibility
43539-TestRoom1_0	9/18/2014 12:19 PM	Public
43539-TestRoom1_1	9/18/2014 12:28 PM	Restricted



Note: Recordings with Visibility set as **Restricted** are not available to students. Instructors must make the recording Public before students can view the recording.