

Audio Profile Setup

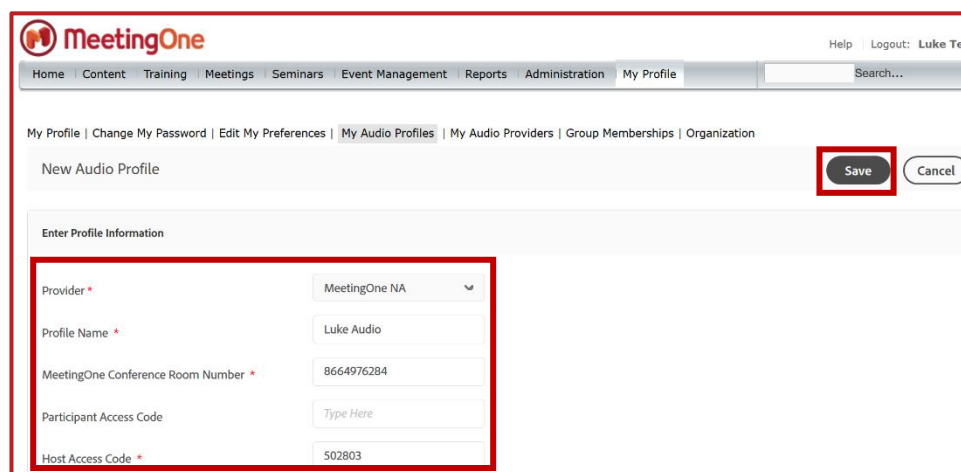
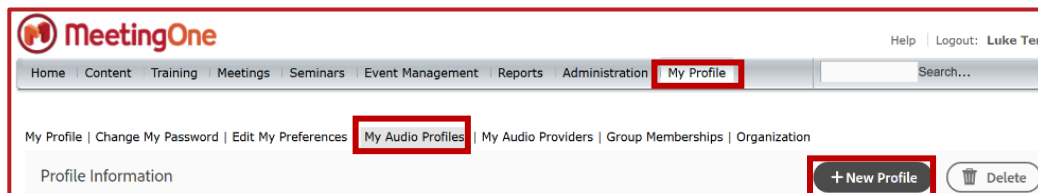
Follow the steps below to set up your **Audio Profile** in Adobe Connect.

Note: Your Company Admin needs to have enabled MeetingOne Audio

What you will need:

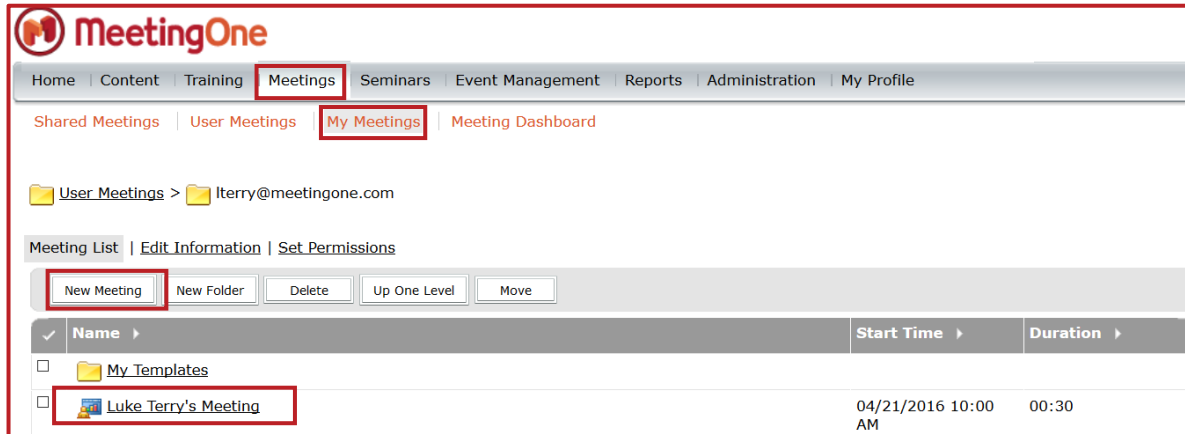
- Company's Adobe Connect URL
- Log In Credentials for Adobe Connect
- MeetingOne welcome email with conference number and host pin (host access code) information

1. Log into your Adobe Connect URL (i.e. CompanyABC.adobeconnect.com)
2. Click **My Profile**
3. Click **My Audio Profiles**
4. Click **New Profile**
5. Select **MeetingOne NA** from the Provider drop down
6. Fill out:
 - a. Profile Name (customizable)
 - b. MeetingOne Conference Room Number (welcome email)
 - c. Host Access Code (welcome email)
7. Click **Save**



Audio Profile Setup, continued

8. Click **Meetings**
9. Click **My Meetings**
10. Select an existing meeting (edit information), or create a new meeting
 - a. Fill out/edit the Meeting Information section
 - b. Under the Audio Conference Settings section
 - i. Select **Include this audio conference with this meeting:**
 - ii. Select your **Audio Profile** from the drop down
 - iii. Click **Finish** or proceed with creating your meeting
11. Your MeetingOne AudioOne can now be activated in your Adobe Connect Meeting room



MeetingOne

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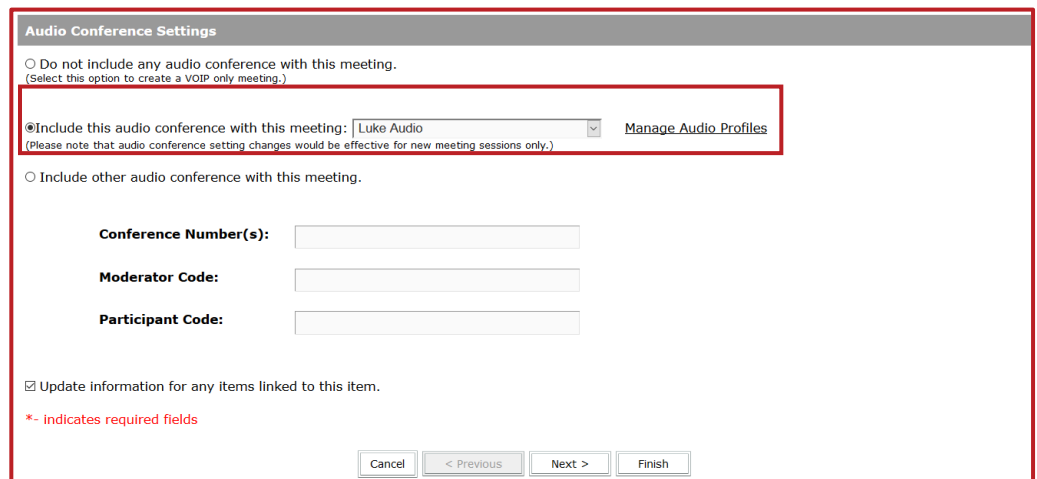
Shared Meetings | User Meetings | **My Meetings** | Meeting Dashboard

User Meetings > lterry@meetingone.com

Meeting List | Edit Information | Set Permissions

New Meeting | New Folder | Delete | Up One Level | Move

✓	Name ▶	Start Time ▶	Duration ▶
<input type="checkbox"/>	My Templates		
<input type="checkbox"/>	Luke Terry's Meeting	04/21/2016 10:00 AM	00:30



Audio Conference Settings

Do not include any audio conference with this meeting.
(Select this option to create a VOIP only meeting.)

Include this audio conference with this meeting: Luke Audio [Manage Audio Profiles](#)
(Please note that audio conference setting changes would be effective for new meeting sessions only.)

Include other audio conference with this meeting.

Conference Number(s):

Moderator Code:

Participant Code:

Update information for any items linked to this item.

*- indicates required fields

Cancel | < Previous | Next > | Finish