

## 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*

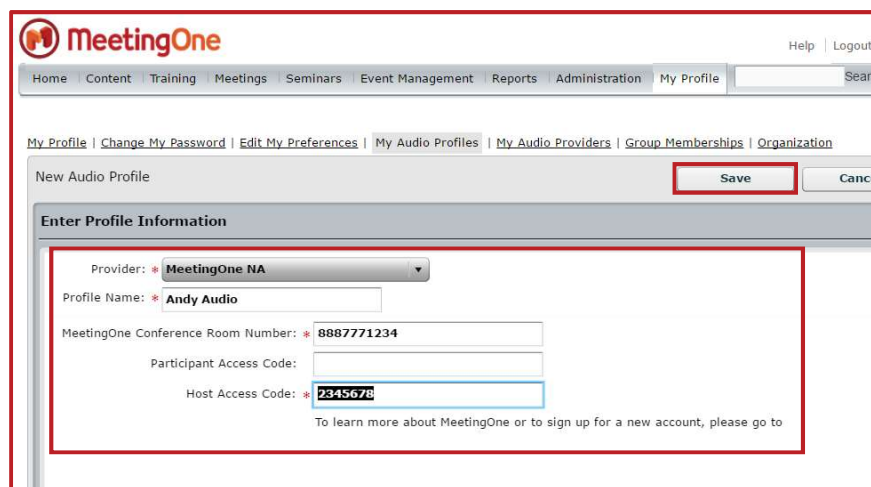
### What you will need:

- 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**



The screenshot shows the MeetingOne user interface. The top navigation bar includes 'Home', 'Content', 'Training', 'Meetings', 'Seminars', 'Event Management', 'Reports', 'Administration', and 'My Profile'. The 'My Profile' menu is open, showing options like 'My Profile', 'Change My Password', 'Edit My Preferences', 'My Audio Profiles', 'My Audio Providers', 'Group Memberships', and 'Organization'. The 'My Audio Profiles' option is highlighted. Below the navigation, there is a 'Profile Information' section with a 'New Profile' button.



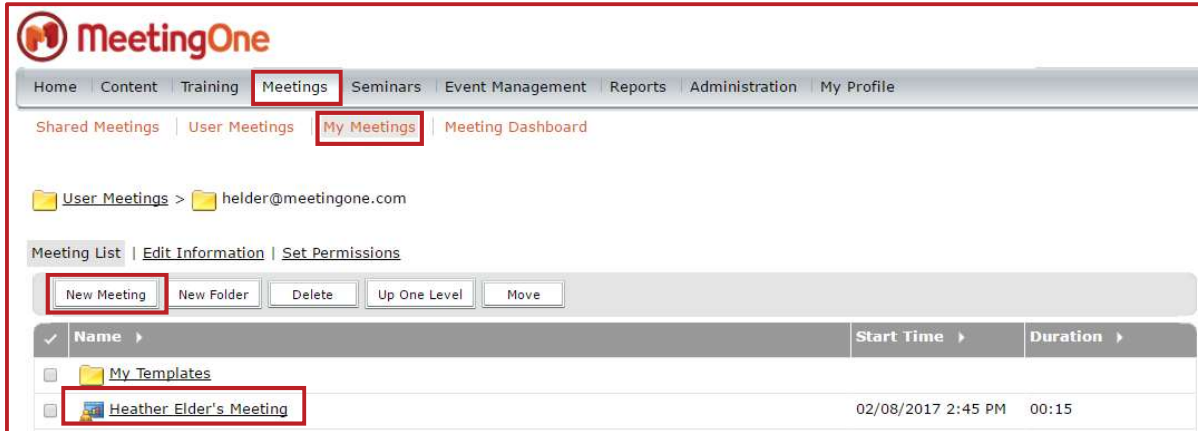
The screenshot shows the 'New Audio Profile' form in the MeetingOne user interface. The form is titled 'Enter Profile Information' and contains the following fields:

- Provider: \* MeetingOne NA (dropdown menu)
- Profile Name: \* Andy Audio (text input)
- MeetingOne Conference Room Number: \* 8887771234 (text input)
- Participant Access Code: (text input)
- Host Access Code: \* 2345678 (text input)

At the bottom of the form, there is a 'Save' button and a 'Cancel' button. A small note at the bottom of the form reads: 'To learn more about MeetingOne or to sign up for a new account, please go to'.

## 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 **Save** or proceed with creating your meeting
11. Your MeetingOne AudioOne can now be activated in your Adobe Connect Meeting room



MeetingOne

Home | Content | Training | **Meetings** | Seminars | Event Management | Reports | Administration | My Profile

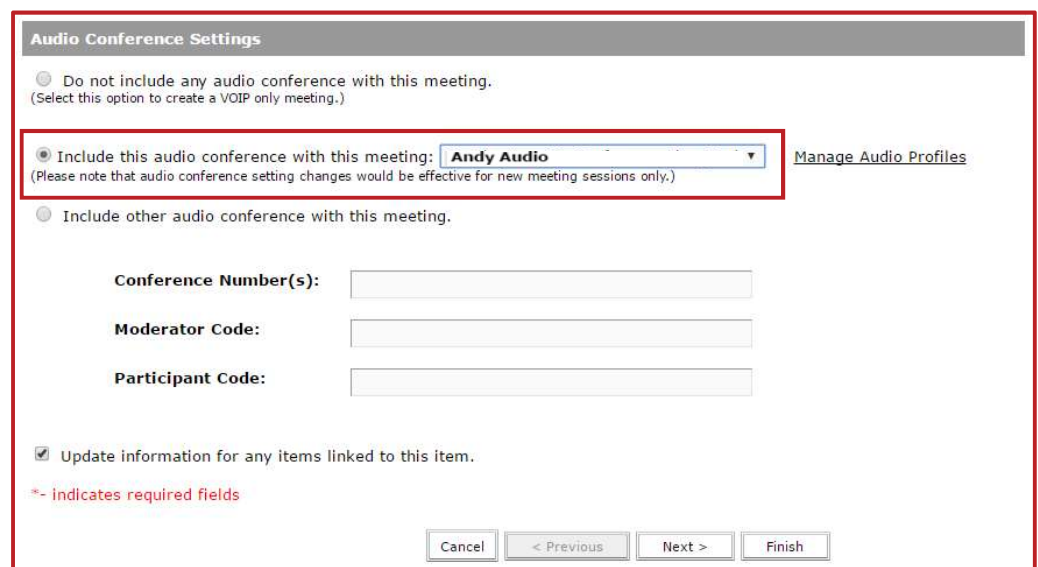
Shared Meetings | User Meetings | **My Meetings** | Meeting Dashboard

User Meetings > helder@meetingone.com

Meeting List | [Edit Information](#) | [Set Permissions](#)

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

Name	Start Time	Duration
My Templates		
<b>Heather Elder's Meeting</b>	02/08/2017 2:45 PM	00:15



**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: **Andy 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