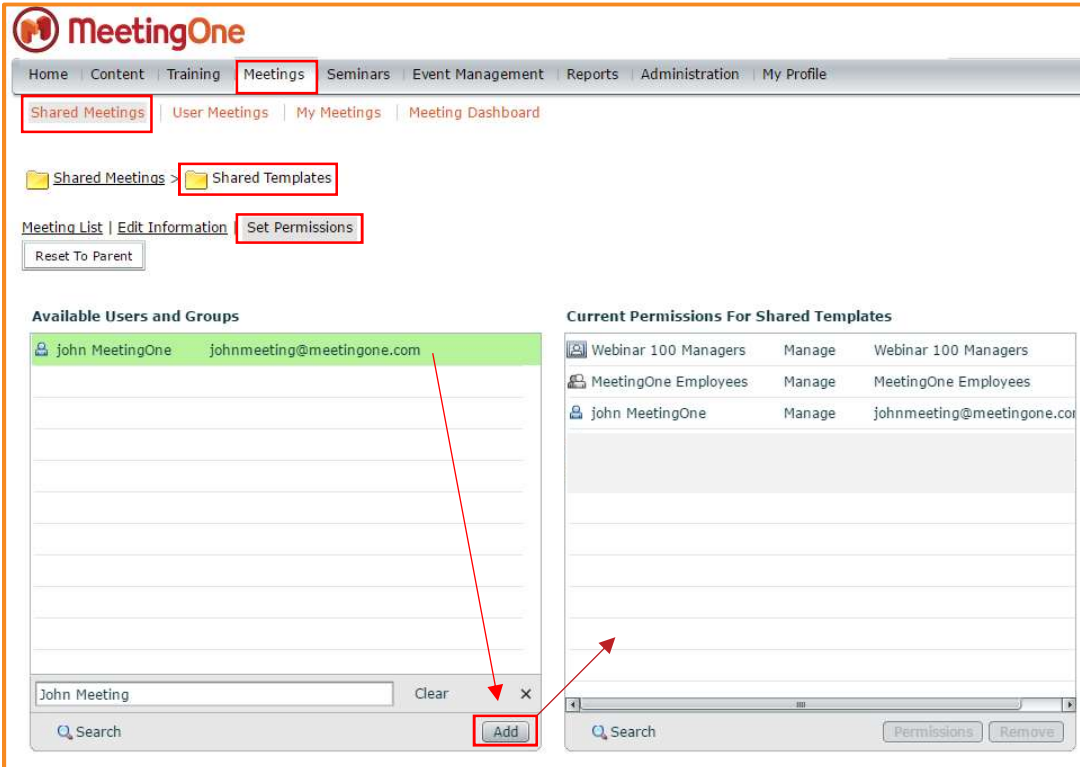


Adobe Connect Setup for ScheduleOne

Adobe Connect Setup Instructions

Users who wish to use ScheduleOne must have permissions to the Shared Templates within Adobe Connect Central. Follow the steps below to ensure users are set up with these permissions before installing ScheduleOne.

1. Log in to Adobe Connect as an Administrator
2. Click **Meetings**
3. Click **Shared Meetings**
4. Click **Shared Templates**
5. Click **Set Permissions**
6. **Search** for the **Users or groups** who are adding ScheduleOne
 - a. Highlight to select the User(s) or Groups
 - b. Click **Add**
7. The User will now have permissions to the Templates needed for ScheduleOne.



The screenshot displays the MeetingOne interface with the following elements:

- Navigation bar: Home | Content | Training | **Meetings** | Seminars | Event Management | Reports | Administration | My Profile
- Sub-navigation: **Shared Meetings** | User Meetings | My Meetings | Meeting Dashboard
- Breadcrumbs: Shared Meetings > **Shared Templates**
- Actions: Meeting List | Edit Information | **Set Permissions** | Reset To Parent
- Available Users and Groups: A list with one entry highlighted: john MeetingOne johnmeeting@meetingone.com
- Current Permissions For Shared Templates: A table with the following data:

User/Group	Permission	Role
Webinar 100 Managers	Manage	Webinar 100 Managers
MeetingOne Employees	Manage	MeetingOne Employees
john MeetingOne	Manage	johnmeeting@meetingone.com
- Search and Add buttons: A search bar with 'John Meeting' and a red-bordered **Add** button.

Red arrows indicate the flow from the highlighted user in the 'Available Users and Groups' list to the 'Add' button, and from the 'Add' button to the 'Current Permissions For Shared Templates' table.