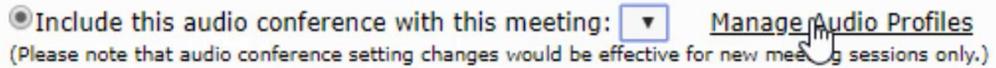


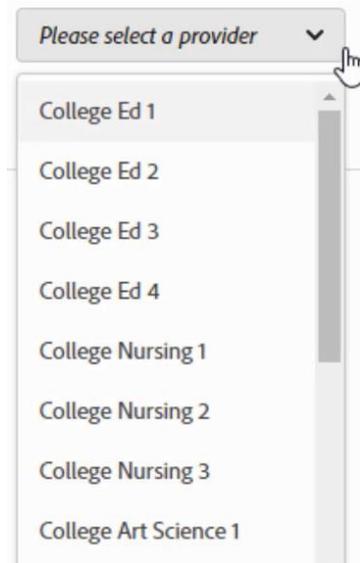
Set Up Phone Conferencing in Adobe Connect, a one-time procedure.

If phone conferencing has not been set up for you, you can set it up yourself. It's a one-time only procedure. Care must be taken to avoid conflicts with other phone conference users.

1. Log into your Adobe Connect Account.
2. Go to your meeting information page and choose *Edit Information*.
3. Scroll down to Audio Conference Settings.
4. Select "Include this audio conference with the meeting." Click "Manage Audio Profiles"

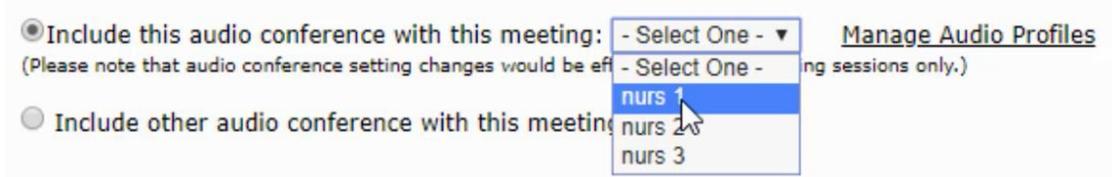


5. The "My Audio Profiles" page will open in a new tab. At first you will have no profiles.
6. Select "New Profile."
7. Under *Enter Profile Information*, choose "Please select a provider." You will see a list of providers. Notice they are organized by College. Scroll down to see them all.
8. Select as many providers as there are **for the College for which you are teaching**.
9. When you select a provider, you will be prompted to give it a nickname, one of your own design.
10. Save the profile and create a new one (step 6) **up to the limit of providers for your College**. You will be able to select one of these providers on the meeting information page as you repeat step 4 as follows.



Set Up Phone Conferencing in Adobe Connect, a one-time procedure.

11. Return to the meeting information page.
12. Reload or refresh the page.
13. Scroll down to *Audio Conference Settings*.
14. Select “Include this audio conference with this meeting” and note that the selection field is now populated with the audio providers you set up in the previous step. (See example below).



15. Check to make sure your audio conference does not conflict with any one else’s in your College. Your college’s administrative assistant may assist you with this. There may be a shared Outlook calendar with other conferences scheduled so you can make sure that yours does not conflict.
16. Select your audio conference provider.
17. Hit Save.

Audio conferencing will be available when you next launch your Adobe Connect meeting.