How to invite participants outside of Interact?

When creating a room
To invite participants inside Interact to an Online Meeting Hosts can:

1. set a date and time for the meeting when they create the room and also choose if they want an announcement and email notification (Add event to the calendar option will only appear if the calendar tool has been activated).

<table>
<thead>
<tr>
<th>Room name</th>
<th>mtp.302.2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Room</td>
<td>Default Meeting Template</td>
</tr>
<tr>
<td>Start date</td>
<td>03/01/2013 15:06</td>
</tr>
<tr>
<td>End date</td>
<td>03/01/2013 16:06</td>
</tr>
</tbody>
</table>

- **Access options**
  - Anyone with the URL of the meeting can enter the room
  - The teacher will receive a notice of students wishing to enter the room
  - Allow access to all site users
  - Allow access by user

2. send an email containing the URL for the session by:
   - first creating the room
   - select the url and paste it into an email.

From within a meeting
To invite participants (including persons external to CSU) outside of Interact to an Online Meeting Hosts can send an email containing the URL for the session by:

1. Clicking on “Meeting”;
2. “Manage Access & Entry”; and
3. “Invite Participants...”.

4. The following dialogue box will appear containing the Online Meeting URL. Click on “Compose e-mail”.

![Meeting interface](image)
5. An email will open up and the Host can change the information and select the person who will receive the email.

6. Send email.

7. The participant needs to click on the URL and select “Enter as a Guest” and enter their full name and select “Enter Room” to join the meeting.

For more information:
1. Go to the following Adobe Connect Help website on “Invite Attendees”:
2. visit:
   - Adobe Connect Pro YouTube channel
   - Learn Adobe Connect
   - Adobe® TV