

How to apply for an Adobe Connect host account

Once you have created your first Adobe Connect room you need to join that room. This will synchronise the Moodle database with the Adobe Connect database and allow the Adobe Connect administrators to promote you to a meeting host. This will enable you to use video, audio, application sharing and chat.

To join a room, click on the link to the room from your Moodle course homepage then click on the **Join Meeting** button.



Meeting Name
Test virtual room
Meeting URL
<https://vlecture.brookes.ac.uk:443/r5uwr99a2bb/>
More Meeting Detail
[See server meeting details](#)
Meeting start time
Thursday, 6 February 2014, 09:40
Meeting end time
Thursday, 6 February 2014, 11:40
Meeting Summary
Test virtual room

You now need to complete this form:

<https://goo.gl/forms/NWeHBThyo0OAVFZr1>

and ask to be made a host giving your details, the title of your course and the title of the meeting room.

Once the request has been processed you will receive an email saying that you are now a host. You will need to refresh your browser to see the extra host options.

You only need to be made a host once. Once you are a host in one room you will be a host in any other room that you create. Please note if you then join a room that has been created by someone else, you will not automatically be a host in it. You will only be a host in the room(s) you have created.