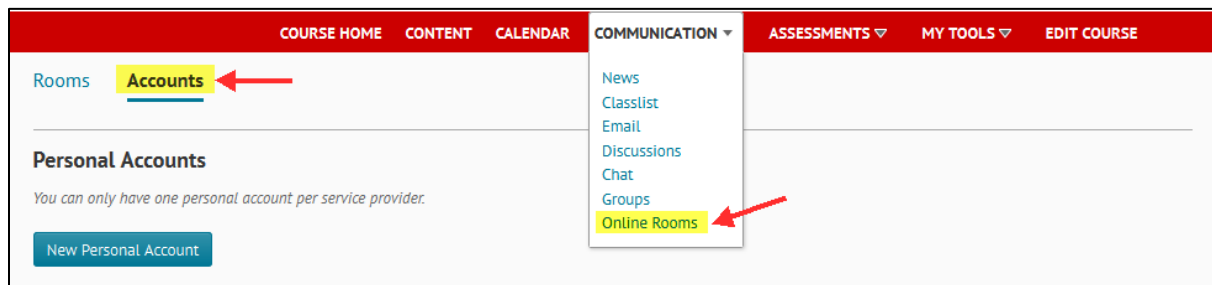


How to Set Up your Adobe Connect Meeting Host/ Instructor Account in D2L

IMPORTANT: Before creating your first Adobe Connect Meeting Room in D2L, you must set up your personal account by following the steps below. You will only need to do this *once*.

NOTE: If you do not yet have an Adobe Connect Meeting account, you may submit a request via [Service Now Adobe Connect Account Request](#)

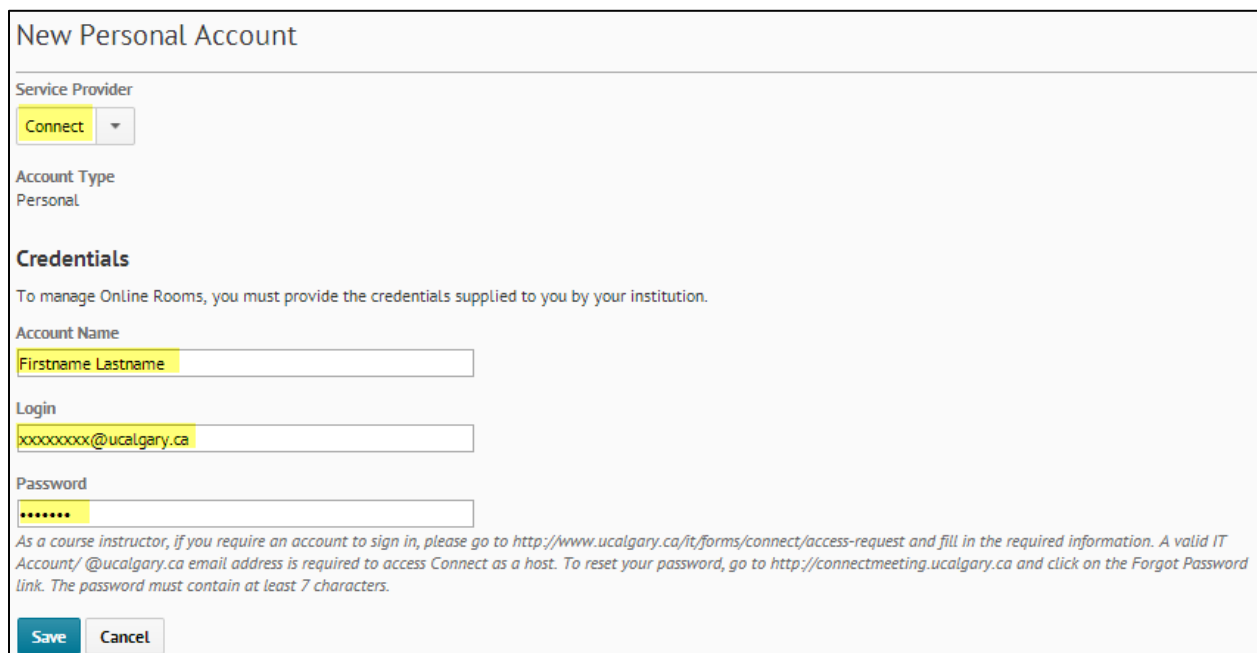
1. Select **Communication**, then **Online Rooms** on the navbar.



The screenshot shows the D2L course navbar. The 'COMMUNICATION' menu is expanded, showing options like News, Classlist, Email, Discussions, Chat, Groups, and Online Rooms. A red arrow points to 'Online Rooms'. Another red arrow points to the 'Accounts' link in the left sidebar, which is highlighted in yellow.

2. Click on **Accounts**, then **New Personal Account**.

3. Ensure **Connect** is selected as the Service Provider. Enter your first and last names in the **Account Name** field. Provide your **Adobe Connect Meeting account credentials**. In most cases, the **Login** username would your @ucalgary.ca email address. Click **Save**.



The screenshot shows the 'New Personal Account' form. The 'Service Provider' dropdown is set to 'Connect'. The 'Account Type' is 'Personal'. The 'Credentials' section includes fields for 'Account Name' (with a placeholder 'Firstname Lastname'), 'Login' (with a placeholder 'xxxxxxxx@ucalgary.ca'), and 'Password' (with a masked input). A footer note provides instructions for course instructors. At the bottom are 'Save' and 'Cancel' buttons.