

Using ADOBE® CONNECT™ 8 Add-in for IBM® Lotus Notes



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Chapter 1: Getting started

System requirements

Adobe® Connect™ 8 supports most versions of Lotus Notes, starting with Lotus Notes 7, on Domino Servers. A complete listing of system requirements is available at www.adobe.com/go/connect_sysreqs_en.

Install and open the Adobe Connect Lotus Notes Add-in

Lotus Notes 8.5 and later

Your system administrator deploys the Connect and specifies which members of the group can download and use the add-in. If you are one of these members, you are prompted to download the add-in the first time you open the mail database. After downloading the add-in and starting Lotus Notes for the first time, you are prompted to enter your Adobe Connect credentials. These credentials include login, password, and server URL. If your credentials are confirmed, the meeting room list is retrieved from the server. If your credentials are not confirmed, follow the instructions in the error message.

Lotus Notes 7

The Connect functionality is embedded in the mail template, and your system administrator publishes and activates the functionality. The first time you open the mail database, you are prompted to install and set up your Adobe Connect account.

Chapter 2: Using the Adobe Connect Lotus Notes Add-in


Using the Lotus Notes Add-in, you can add your Adobe Connect meeting information to calendar invitations and e-mail messages sent from Lotus Notes. When you schedule an Adobe Connect meeting, you create a Lotus Notes meeting request that includes your invitees. Lotus Notes adds this meeting to the calendar of all attendees and provides reminders to all attendees who accepted the request.

Using Adobe Connect, you can schedule meetings with employees, customers, partners, investors, suppliers, and others who have access to your network.

For more information about Adobe Connect, see www.adobe.com/go/connectpro_productinfo_en.

Accessing the add-in options

You access Adobe Connect Lotus Notes Add-in options using any of these methods:

- From the Lotus Notes Actions menu.
- From the Add-in menu  in the Adobe Connect toolbar.
- From the Add-in menu within an e-mail message or calendar invitation.

Set up and edit a user account

The first time you start the Lotus Notes e-mail application after installing the Adobe Connect Lotus Notes Add-in, a screen prompts you to configure your account. When you configure your account, the add-in checks for an existing Adobe Connect meeting room URL, login, and password. If it cannot find this information, it prompts you to configure it.

You edit account information either during registration or when updating your settings.

The screenshot shows a 'Settings' dialog box with the following elements:

- Title bar: Settings
- Subtitle: To modify current settings, use the Edit buttons.
- Login field: name@company.com
- Password field: masked with six dots
- Server field: https://my.adobe.acrobat.com, with an 'Edit' button to its right.
- Default Room field: My default meeting room, with an 'Edit' button to its right.
- Checkbox: Always connect using SSL.
- Buttons: OK and Cancel at the bottom.

Settings dialog box for editing account information

- 1 If you are updating settings, select Change Settings in the Add-in menu.
- 2 Enter your login and password information.
- 3 Select an Adobe Connect server and default meeting room. These fields are blank by default the first time you log in.
- 4 If your server is a secure server (recommended), select Always Connect Using SSL. If this option is selected, the URL begins with https; otherwise, it begins with http.

Note: You can change these settings anytime. See [“Configure and manage Adobe Connect meetings”](#) on page 5.

Add Adobe Connect room information

When you create a meeting in Lotus Notes, you can use your Lotus Notes address book or your global address book to invite users. You can use Lotus Notes to send e-mail meeting invitations and remind attendees of upcoming meetings.

The meeting invitation e-mail includes the invitation text, the URL for the Adobe Connect meeting room, and audio conference details, if applicable. The Lotus Notes Add-in appends this information to calendar invitations and e-mail messages. You do not have to create a meeting room for each meeting session, or schedule or update the meeting room for each session. Adobe Connect meeting rooms and room URLs are persistent.

Note: Except for the meeting host, all meeting attendees are configured as meeting participants. To change participants to presenters or hosts before the meeting, change the user role in Adobe Connect (Meetings > Edit Participants). For more information, see [Adobe Connect Help](#).

More Help topics

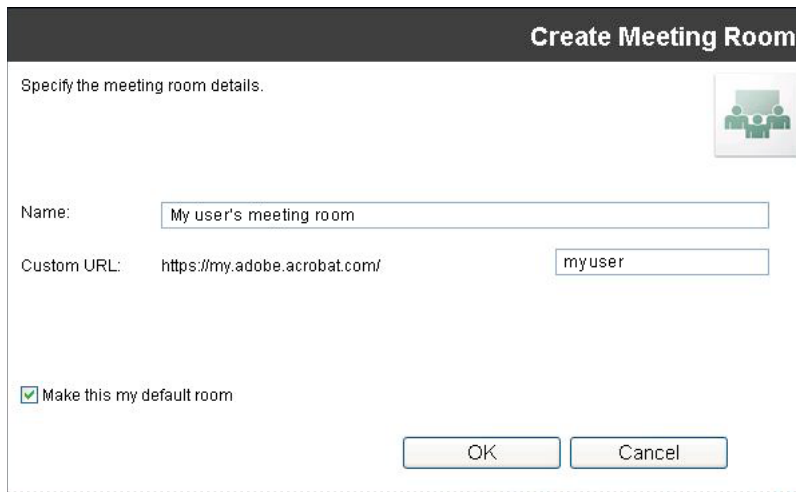
[“Customize the meeting room details”](#) on page 7

Create a meeting room

You can use a new meeting as the default room for your Adobe Connect meetings, or as an occasional room. This option is not available if your administrator restricted room creation.

- 1 In the Add-in menu, select Create New Adobe Connect Room.

- 2 Specify a meeting room name and custom suffix for the URL—your name or **planning**, for example.



Create Meeting Room

Specify the meeting room details.

Name:

Custom URL:

Make this my default room

Creating a meeting room

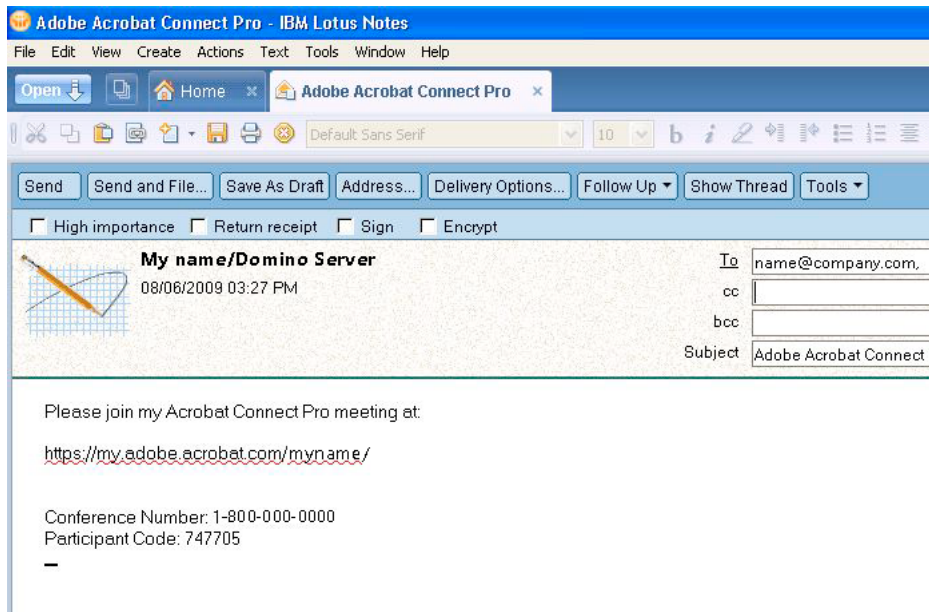
Send a meeting invitation

Typically, you send a calendar invitation to schedule recurring meetings, future meetings, or meetings you want to appear in a participant's calendar. In contrast, an e-mail invitation is better suited for inviting attendees to join a meeting on short notice. Both calendar and e-mail invitations include Adobe Connect meeting details. These details include the meeting room URL, and the telephone number and codes for calling into the conference, if applicable.

Make sure that you have set the default meeting room. See "[Set the default meeting room](#)" on page 6.

Send an e-mail invitation

- 1 In the Add-in menu, select Send Adobe Connect Meeting Invite.
- 2 In the e-mail message, enter the e-mail address of the participant, and any additional information in the message.



Adobe Connect meeting invitation


Send a calendar invitation

- ❖ In the Add-in menu, select Schedule Adobe Connect Meeting.
- The calendar invitation opens with the meeting room information.

Join an Adobe Connect meeting

Adobe Connect meeting invitations are sent as e-mail and include the URL of the Adobe Connect meeting room.

- 1 Open the e-mail message containing the invitation.
- 2 Do one of the following:
 - If the meeting is currently in session, click the meeting room URL in the invitation.
 - If the meeting is scheduled for a later time, click Accept. Later, when the meeting starts, open the item in your Lotus Notes calendar and click the meeting room URL.

 For recurring meetings, you can bookmark the meeting room URL in your browser for easier access.

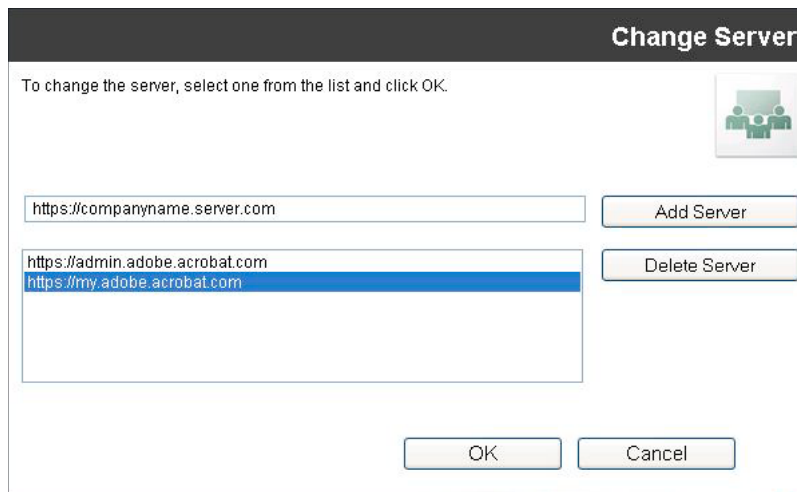
Configure and manage Adobe Connect meetings

You configure and manage meeting settings using the Settings dialog box (Add-in menu > Change Settings).

Change server information

This option is not available if your administrator specified one server for the add-in.

- 1 In the Add-in menu, select Change Settings.
- 2 Click Edit next to the server name.



Adobe Connect server options

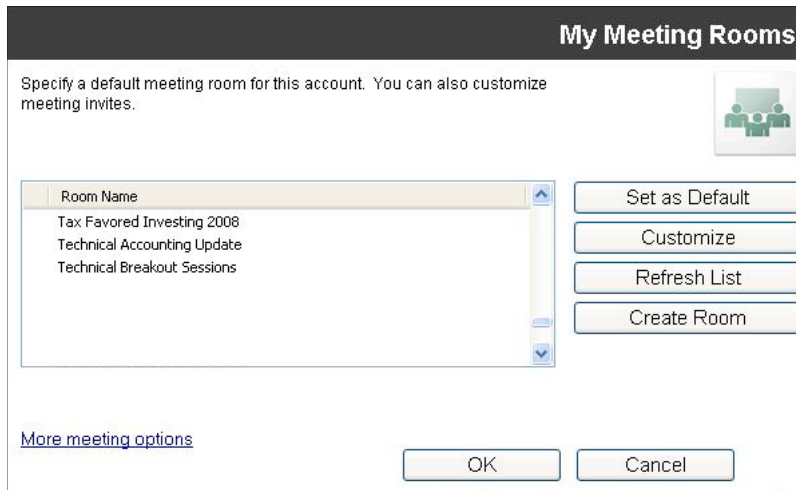
- 3 In the Change Server dialog box, do any of the following tasks:
 - To use an existing server, select the server and click OK. This server appears in the Server text box in the Settings dialog box.
 - (If available) To add a new server, type the FQDN (*fully qualified domain name*) in the text box and click Add Server. The *FQDN*, sometimes called an absolute domain name, is the full domain name of the server hosting the Adobe Connect server application. This server appears in the list of available servers.
 - To delete a server, select it and click Delete Server.

Set the default meeting room

Before you change the default meeting room, make sure that you have defined the Adobe Connect server in the Settings dialog box. The server retrieves a list of rooms associated with your user account.

- 1 In the Add-in menu, select Change Settings.
- 2 Click Edit next to the default room name.
- 3 In the My Meeting Rooms dialog box, select a room from the list and click Set As Default.

Note: Brackets (>>) mark the current default meeting room in Lotus Notes 8.5 or later.



Setting the default meeting room

Note: You can also specify a new meeting as the default when you create it.

- 4 To specify additional meeting information, click More Meeting Options. This option opens the Meeting List in Adobe Connect, where you can select your meeting and change meeting information. For more information, see Adobe Connect Help.

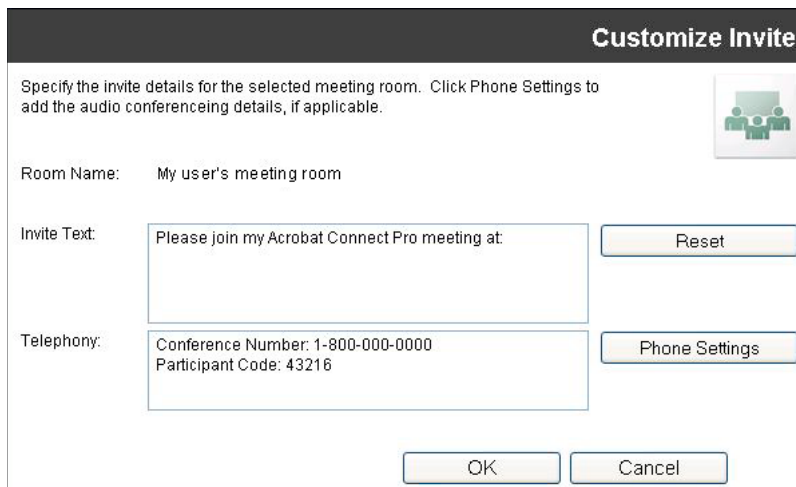
More Help topics

[“Create a meeting room”](#) on page 3

Customize the meeting room details

All Adobe Connect rooms use a predefined template with settings for the room URL, audio conferencing details (if applicable), and more. You can use the predefined settings, or customize these settings for any room. For example, you can add account details for an audio conferencing provider so that all necessary integration details are available when you schedule meetings. Multiple rooms can have different customized settings for the invitation.

- 1 In the My Meeting Rooms dialog box, select a room and click Customize.



Customizing the meeting invitation

2 Do any of the following:

- To add invitation details, type the text and add the URL of the Adobe Connect meeting room.
- To add audio conferencing (telephony) details, click Phone Settings. This option automatically appends any telephony information retrieved from the Adobe Connect server into the text box, after the current entry.

Update the list of meeting rooms

You can synchronize the meeting rooms associated with a user account on a particular server. Meeting rooms are maintained on the Adobe Connect server, and on your computer for offline work. You can synchronize your local list of meeting rooms with the rooms on the server.

❖ In the My Meeting Rooms dialog box, click Refresh List.

If the currently assigned default meeting room exists on the server, it remains as the default. Otherwise, the topmost room in the list is automatically selected as the default. You can select a new default room from the list, or create a meeting room and set it as the default.