

Setting Up A Glow Meet Room

You can host your own Glow Meet session, inviting who you want so long as they have a Glow log in. This document takes you through the steps for setting this up.

Step 1 – Ensure you are set up as a host

You need to have your account flagged as host within Adobe Connect, this needs to be done only once and once done you can host as many meetings as you wish.

To set yourself as a host:

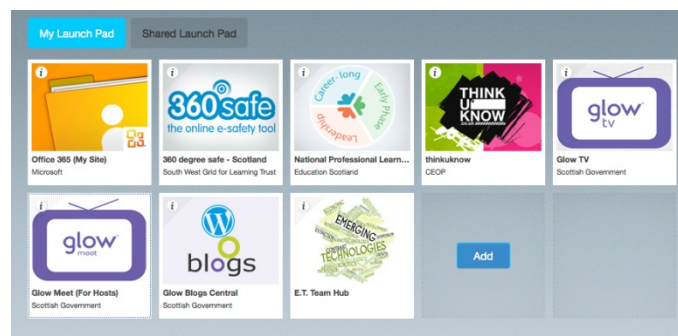
1. Make a request to your own local authority helpdesk to ask them to log a call with glowsupport@rm.com to get your account set as a host – they will need to know your username, your home establishment (i.e. school) and your role.
2. They will then receive a response confirming you have been set up as a host.

This process is currently open to any adult within Glow.

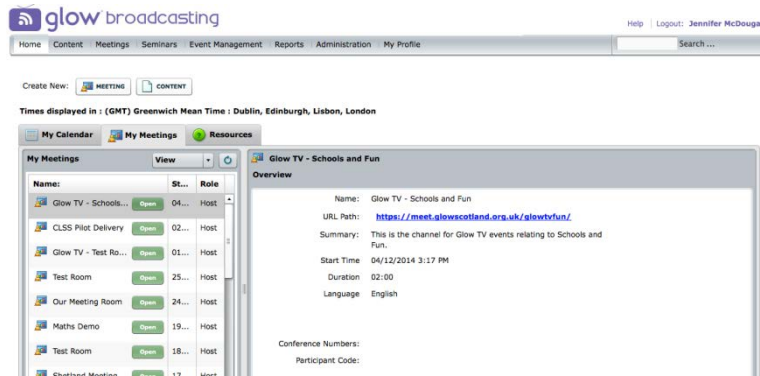
Step 2 - Create your meeting room

You are now in a position to set up the meeting room ready for use either once or many times. To do this:

1. Click on Glow Meet for Hosts on RM Unify Launchpad (shown here at the left hand side of the lower row of tiles but yours will probably be in a different position)



This will take you to:



2. Click on Meetings available in the top row of the page.
3. Click on New Meeting, available lower down the page
4. On the Enter Meeting Information page enter:

Mandatory

The meeting room name

Language (defaults to English)

Optional

The URL, this will be seen by end users so choosing something memorable may help otherwise you will be given a URL which may be less memorable

Summary

Start time – this can be ignored if the meeting is going to be used more than once

Duration – as per the start time

Select Template – can be left as the default meeting template

Access

- The most likely option here is to use the third option which is:
- Anyone who has the URL for the meeting can enter the room

If you choose this option then users would still need a Glow log in (and the URL) to be able to enter the room.

There are more options available however they are not required just now.

5. Click on Finish.

At this point the room is created and the URL will be shown on the screen now shown to you.

Step 3 – Tell Other People Where The Room Is

To allow people to access this meeting, this URL needs to be shared with the people you wish to attend – this may be by email or if you are reaching a wider audience in your Glow O365 site or Glow Blog.

As a host, you are able to access the meeting room either from the same URL as shared with the other participants or alternatively, if you click on the Glow Meet for Hosts tile it will appear on your list of rooms.

There is a second document – Glow – Hosting a Glow Meet which takes you through the various options when running a Glow Meeting including using your camera, sharing documents and managing participants.