

Give All Participants Audio Rights

Concept

Rights to use audio in a meeting can be given out by the host to each participant or given to all participants at once. When a participant wants to speak, he or she then has to click the "microphone" button in the Connect meeting window for their voice to be broadcast over the meeting room. It is also a best practice to click on the button again when he or she is finished speaking in order to "mute" the audio channel.

This topic demonstrates how to give all participants in a meeting room the right to use audio.


Procedure

Use these directions to give all meeting participants the ability to use audio in the meeting room.

Begin by logging in to *connect.case.edu* and opening a meeting for which you are a host.

Step	Action
1.	Click the Audio menu. 
2.	Click the Enable Audio For Participants list item. 

Participants in the meeting room will be able to use the "microphone" button at the top of the screen to turn their microphones on and off.

Step	Action
3.	A checkmark will appear to the left of the Enable Audio for Participants menu item. To disable audio rights for all participants, click on the Audio menu and click on the list item again, which will remove the checkmark and disable the "microphone" button that participants use to speak in the meeting room. 
4.	This completes the process of giving all meeting participants the right to use audio in the meeting. End of Procedure.