

Attend a Meeting

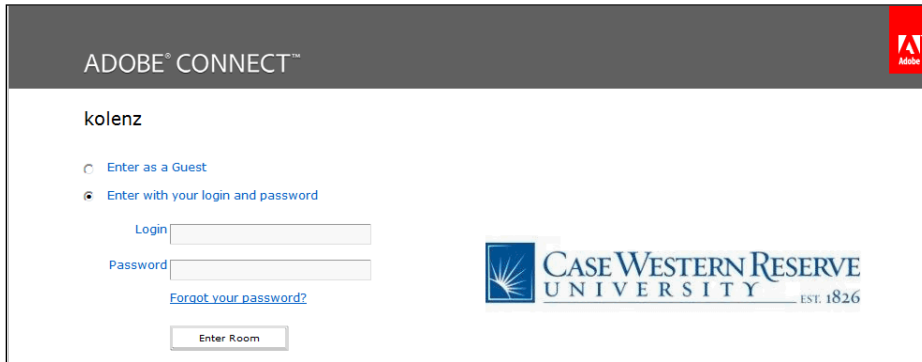
Concept


This topic includes directions on how to attend a meeting in Connect for which you are a guest with a Participant or Presenter role, rather than a host.

Procedure

Begin by opening an Internet browser of your choice that has the ability to use a plug-in for Flash 8 or higher.

Step	Action
1.	Enter the URL provided to you for the meeting. Most hosts send out emails to meetings guests that include the meeting URL.



Step	Action
2.	The Adobe Connect sign in screen will appear. Enter your CWRU Network ID and password and click the Enter Room button. 
3.	The meeting room opens. You will see your name listed in the Attendee List pod. Depending on the settings for the meeting, you may be a presenter or participant.

Information Technology Services Reference Guide

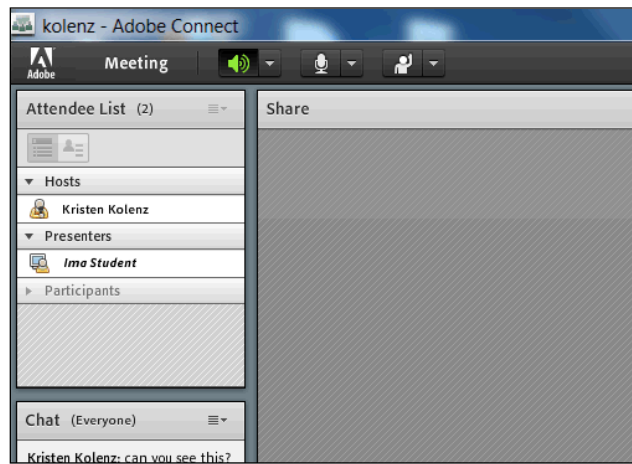
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Roles

Participant: Meeting participants can use all pods except for Camera and Voice and Sharing.

Presenter: Meeting presenters can use all pods, share content and share their desktop.

Host: Meeting hosts can use all pods, change the layout of the meeting room, give participants the right to use audio/video, change participant/presenter roles, and request to share other participants' desktops.



Step	Action
4.	This completes the process of attending a meeting in Adobe Connect. End of Procedure.