Add Participants

Concept

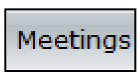
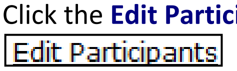
When using meeting access settings that prevent guests or non-participants from entering the room, you may be required to add and remove meeting participants prior to the start of the meeting.

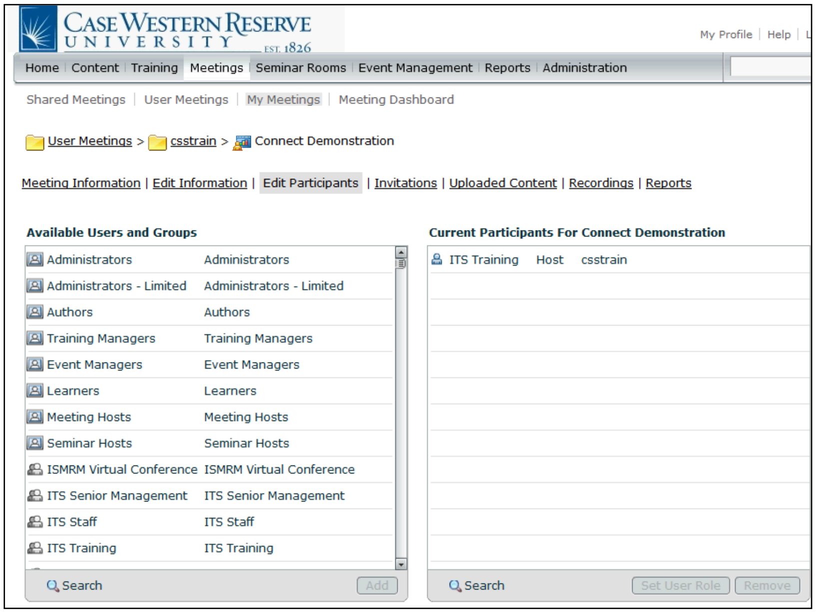
This topic will demonstrate how to add participants to or remove them from a meeting in *connect.case.edu*

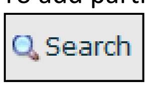
Procedure

Use these directions to add participants to a meeting.

Begin by logging in to *connect.case.edu* with your CWRU Network ID and password.

Step	Action
1.	Your Connect homepage appears. Click the **Meetings** tab. 
2.	The Meeting List appears. Select your meeting.
3.	The Meeting Information screen appears. Click the **Edit Participants** link. 



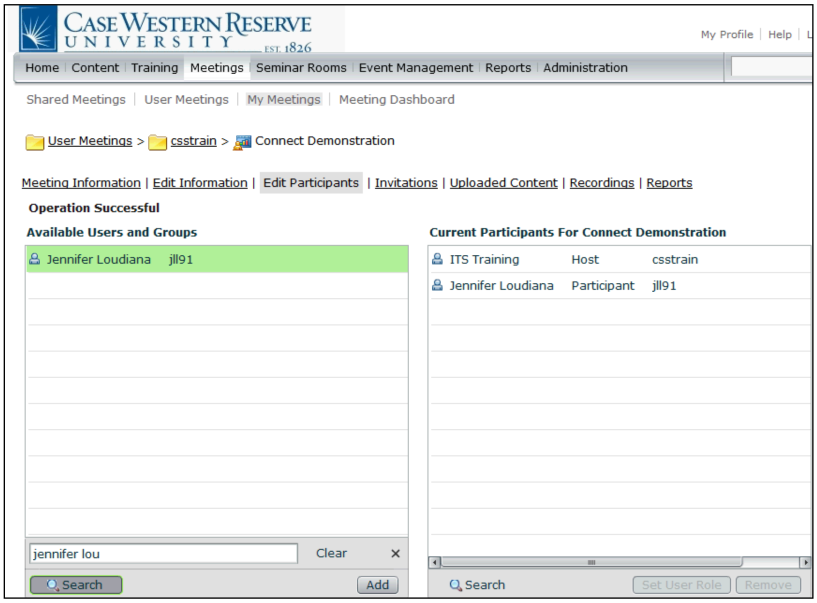
Step	Action
4.	The Edit Participants screen appears. A list of **Available Users and Groups** is located on the left side of the screen. A list of **Current Participants** is listed on the right side of the screen. To add participants, click the **Search** button. 

Depending on the Access setting for your meeting, it may or may not be necessary to designate participants in the meeting. Meetings with access set to "Only registered users may enter the room (guest access is blocked)" require that participants be designated in order to attend.

Best practice for instructors: If you will be using your meeting room regularly over the course of a class, adding your students as participants will make it easier for you to track their entry into the meeting room and when they view a recorded meeting. Setting your access to "Only registered users and accepted guests may enter the room" will force students to sign into the meeting room with their CWRU Network ID, while also enabling occasional guests (e.g. speakers) into the room.

Step	Action
5.	A text entry field appears. Enter the first or last name of an individual who will be participating in the meeting.

Step	Action
6.	As you type, search results will appear. Double-click the name of the individual when it appears in the **Available Users and Groups** box.



Step	Action
7.	The name is added to the **Current Participants** list. Each participant is automatically assigned the Participant role. To make a participant a presenter or host, begin by clicking on the name in the Current Participants box. **Note:** Roles can also be changed in the meeting room.

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
8.	When the name is highlighted, click the **Set User Role** button. Set User Role

Step	Action
9.	Select the appropriate role from the list that appears. Presenter Host Denied
10.	Participants can also be removed from the meeting in the Current Participants box. To remove a participant, click on their name and click the **Remove** button. Remove
11.	This completes the process of adding participants to a meeting. **End of Procedure.**