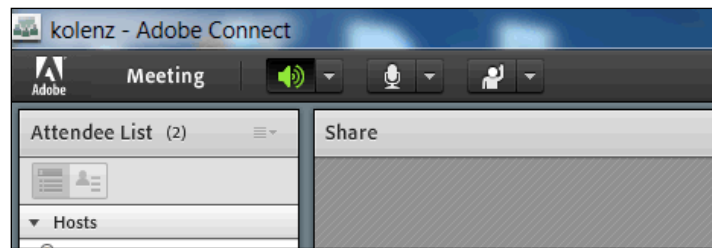# Use Communication Controls

Concept

This topic demonstrates how meeting participants can use the controls that are at their disposal during Connect meetings for the purpose of communicating with other participants, presenters and hosts.
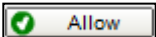
Procedure

Begin by opening a meeting AND logging in with your CWRU Network ID and password.

Step	Action
1.	To hear audio that is sent through the meeting room (rather than through a telephone conference number), confirm that the **Speaker** button is set to **ON**.
2.	To use a microphone to communicate through the meeting room, click the **Connect My Audio** button, which looks like a microphone.

> You will only be able to use audio in the meeting room if the host has granted permission for you to use it. You will only see the microphone button if you have this permission. Click on the microphone button to turn on your microphone and begin speaking.

Step	Action
3.	If an Adobe Flash Player Settings window appears, click the **Allow** button.
4.	To raise your hand to be called upon, click the **Raise Hand** button.

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Step	Action
5.	A "raised hand" icon will appear next to your name in the Attendee List. This alerts the presenter that you wish to speak or chat using the Chat pod.

Step	Action
6.	There are other notification icons that you can use located on the menu to the right of the Raise Hand button. You can also clear your status from this menu.
7.	This completes the process of using communication controls. **End of Procedure.**