

## Change Participant Roles

### Concept

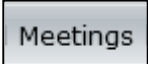
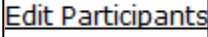
Meeting participants can be given different levels of access by promoting them to Host or Presenter status. Meeting presenters can use all pods, share content and share their desktop. Meeting hosts can use all pods, change the layout of the meeting room, give participants the right to use audio/video, change participant/presenter roles, and request to share other participants' desktops.

This topic will demonstrate how to change participants' roles in *connect.case.edu*

### Procedure

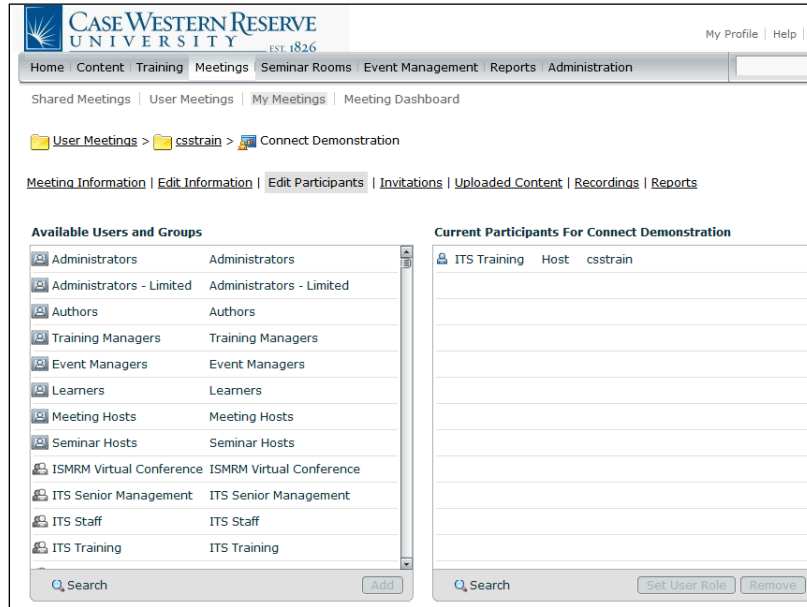
Use these directions to change participants' roles in a meeting.


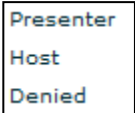
Begin by logging into *connect.case.edu* with your CWRU Network ID and password.

Step	Action
1.	Your Connect homepage appears.  Click the <b>Meetings</b> link. 
2.	The Meetings List appears.  Click on the appropriate meeting.
3.	The Meeting Information screen appears.  Click the <b>Edit Participants</b> link. 

# Information Technology Services Reference Guide

## Change Participant Roles



Step	Action
4.	The Edit Participants screen appears.  Click on a participant's name in the <b>Current Participants</b> list.
5.	Click the <b>Set User Role</b> button. 
6.	Select the appropriate role from the list that appears. 

### 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.

**Information Technology Services Reference Guide**  
**Change Participant Roles**

---

Step	Action
7.	This completes the process of changing participants' roles. <b>End of Procedure.</b>