

End a Meeting



Concept

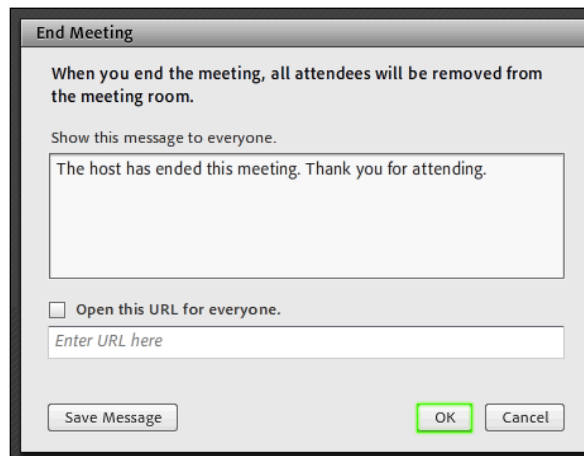
Meeting rooms in Adobe Connect can be left "open" indefinitely or "closed" when they are not being used. The decision to leave the meeting room open or to close it rests with the host. If a host wants meeting participants to be able to return to the meeting room to access meeting notes or shared files, the meeting room should remain open. If a host wants participants to see a presentation, but there isn't a need to share files, a meeting recording can be utilized while keeping the meeting room open or closed. This topic will explain how to close and re-open a meeting room.

Procedure

Use these directions to end a meeting in Adobe Connect.


Begin by logging in to connect.case.edu with your CWRU Network ID and password, and opening a meeting for which you are a host.

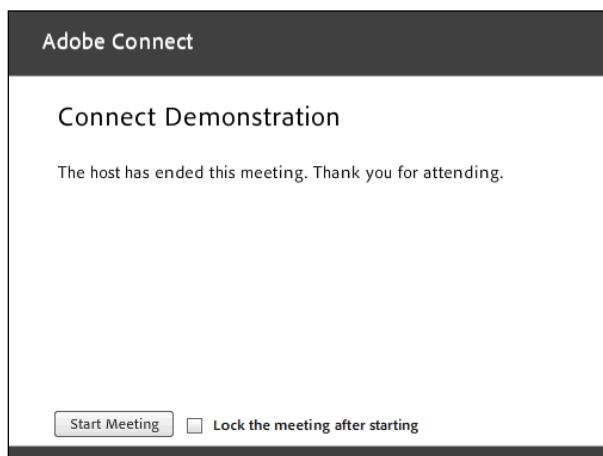
| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------|
| 1. | Click the Meeting menu.  |
| 2. | Click the End Meeting list item.  |



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| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. | The End Meeting window appears. A default message appears in the Show this message to everyone field. Optional: Change this message as desired. |
| 4. | Optional: Display a URL for participants when the message appears. Select the Open this URL for participants option and type the URL into the field below it. |
| 5. | Click the OK button to close the meeting.  |



| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. | The meeting is ended and all participants are removed from the meeting room. As a host, you will see the Start Meeting button at the bottom of the window. This button can be used in the future to open the room again. |
| 7. | This completes the process of ending a meeting. End of Procedure. |