

## Open a Meeting

### Concept

Participants and presenters who are not the creators/hosts of a Connect meeting must open a meeting by entering its URL into the address bar of an internet browser.

Hosts (more specifically, the creators of meetings) have two ways to open a meeting room:

- 1) Go directly to the meeting using its URL (if you know it).
- 2) Open *connect.case.edu*, click on the My Meetings tab and click on the desired meeting.

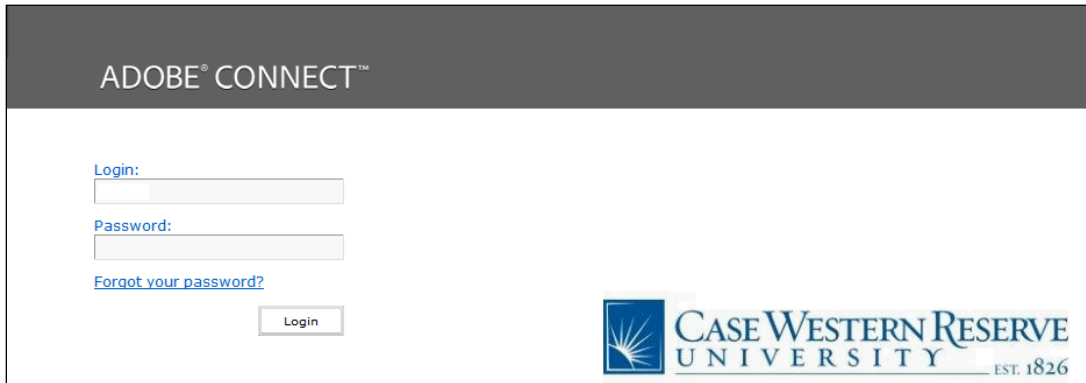
Either path will require you to sign in to Connect with your CWRU Network ID and password before you reach the meeting room. This will authenticate that you are the host of the meeting.

This topic will demonstrate how to open a meeting from the *connect.case.edu* user interface and by going directly to a meeting's URL.

### Procedure

Use these directions to open a meeting in Adobe Connect.



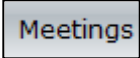
Begin by opening your Internet browser and going to *connect.case.edu*

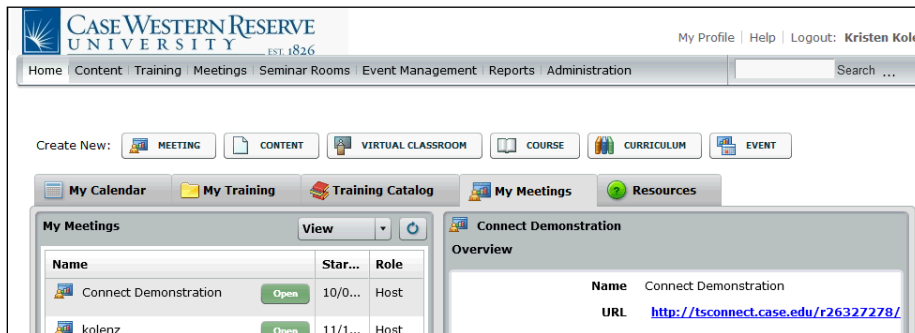



Step	Action
1.	On the <i>connect.case.edu</i> homepage, enter your CWRU Network ID into the <b>Login:</b> field.
	<i>or</i> Enter the URL of the meeting room into the address bar of your internet browser. Go to step 8 on page 3
2.	Enter your CWRU Network ID password into the <b>Password:</b> field.

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Step	Action
3.	Click the <b>Login</b> button. 
4.	Your Connect homepage appears. Click the <b>My Meetings</b> button. 
	or Click the <b>Meetings</b> tab.  Go to step 10 on page 3



Step	Action
5.	Click the <b>Open</b> button to open the meeting. 

#### Roles

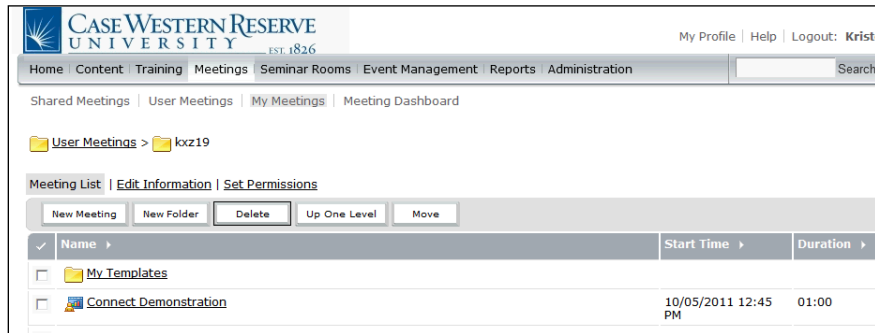
**Participant:** Meeting participants can use all pods except for Camera and Voice and Sharing.

**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.

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Step	Action
6.	<p>The Meeting room will appear. You may be required to install the Adobe Connect add-in if you are on a computer that has not used Connect previously. 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.</p> <p>This completes the process of opening a meeting. <b>End of Procedure.</b> Remaining steps apply to other paths.</p>
7.	<p>The Connect login screen appears.</p> <p>Click the <b>Enter with your login and password</b> option.</p>
8.	<p>Enter your CWRU Network ID and Password.</p> <p>Click the <b>Enter Room</b> button.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p style="text-align: center; color: blue;">Enter Room</p> </div>
9.	<p>The Meeting room will appear. You may be required to install the Adobe Connect add-in if you are on a computer that has not used Connect previously. 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.</p> <p>This completes the process of opening a meeting. <b>End of Procedure.</b> Remaining steps apply to other paths.</p>

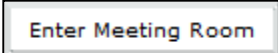


Step	Action
10.	Click on the name of your meeting.

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Step	Action
11.	Click the <b>Enter Meeting Room</b> button. 
12.	The Meeting room will appear. You may be required to install the Adobe Connect add-in if you are on a computer that has not used Connect previously. 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.  This completes the process of opening a meeting. <b>End of Procedure.</b>