

Restrict Access to a Meeting

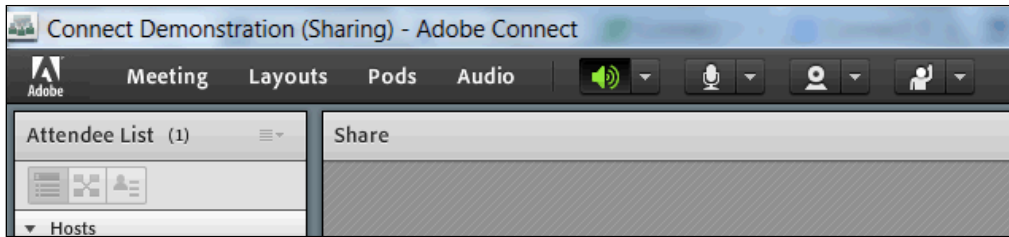
Concept


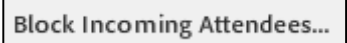
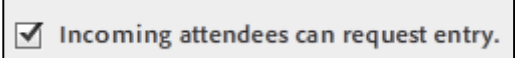
In addition to being able to manage who can attend a meeting, hosts also have the ability to determine if participants and guests can enter a meeting room when it is open. Hosts can choose to block all incoming participants, or require them to request access to the meeting room when they arrive. This topic will explain how to manage the entry rights of participants and guests.

Procedure

Use these directions to restrict access to a meeting room.

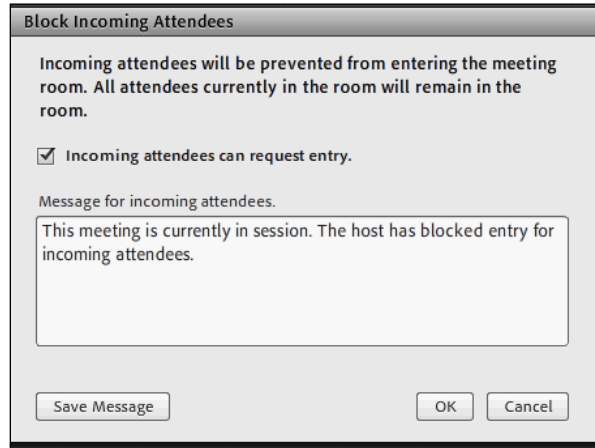
Begin by logging into *connect.case.edu* with your CWRU Network ID and password, and opening a meeting for which you are a host.




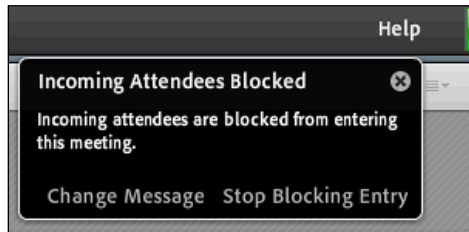
| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Click the Meeting menu.  |
| 2. | Point to the Manage Access & Entry menu. |
| 3. | Click the Block Incoming Attendees list item.  |
| 4. | The Block Incoming Attendees window appears. You have the choice to allow incoming attendees to request access to the meeting. To select that option, click the Incoming attendees can request entry option.  |

Information Technology Services Reference Guide

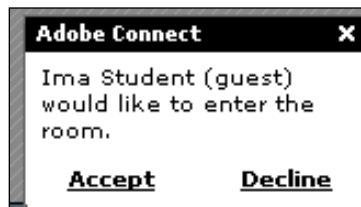
Restrict Access to a Meeting



| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. | The Message for Incoming Attendees text box contains a default message that will appear to guests and invited participants when they attempt to open the meeting. You may change or make updates to this message if you desire. |
| 6. | Click the OK button to begin blocking incoming attendees.  |




| Step | Action |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. | A pop-up message appears at the top right corner of the meeting room to confirm the setting you have chosen. This pop-up can also be used to change those settings. |



| Step | Action |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. | When a participant wants to access a blocked meeting room, another pop-up window will appear. Click the Decline or Accept link to deny or grant access to the room. |

Information Technology Services Reference Guide
Restrict Access to a Meeting

| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9. | <p>To turn off restricted access, click the Guests Blocked icon and click on <u>Stop Blocking Entry</u> in the pop-up box.</p> <p>Alternately, click the Meeting menu, place your mouse cursor over the Manage Access & Entry list item, and click on the Block Incoming Attendees item.</p>  |
| 10. | <p>This completes the process of blocking access to a meeting for guests and invited participants.</p> <p>End of Procedure.</p> |