

Creating a Connect Meeting Room

1). **Login to Connect** – Open a web browser and enter <http://connect.rit.edu> into the address bar. Use your RIT Computer Account (DCE).

2). **Meeting Listing** - Click on the “Meetings” tab along the top of the page (Figure 1). Then, from the next page, select “New Meeting” (Figure 2).

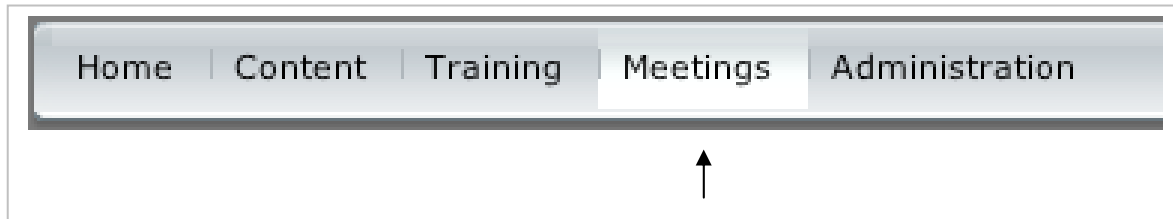


Figure 1

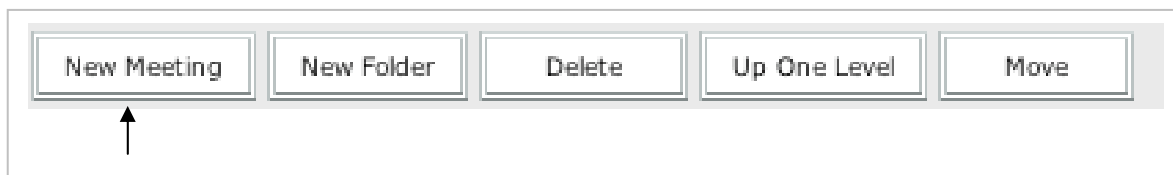


Figure 2

3). **Meeting Information** - Fill in the information on the “Meeting Information” page then click next (Figure 3).

Enter Meeting Information
Enter Meeting Information > Select Participants > Send Invitations

Meeting Information

Name: *

Custom URL:
(Leave this field blank for a system-generated URL, or include a unique URL path. For example: "productdemo" will result in http://pepper.rit.edu/productdemo/)

Summary:
(max length=750 characters)

Start Time:

Duration: hours:minutes

Select Template:

Language: *

Access:
☒ Only registered users and accepted guests may enter the room
☐ Anyone who has the URL for the meeting can enter the room

• **Start Time:** Meeting start time is only for reference if you send an invitation from Connect Meeting. The meeting room will be available before the meeting time and will remain available indefinitely after the meeting has ended.

• **Recommended Meeting Access:** RIT Faculty, Staff, and students who have been added as participants to the meeting beforehand are all registered users (See step 4). Persons affiliated with RIT will use their RIT Computer Account (DCE) to login to Connect Meeting. Those not affiliated will need to login as a guest and you will need to accept them in at the time they log in.

Figure 3

4). **Select Participants** - If your meeting is set up so only registered users can login to your meeting you are going to want to add them as a participants (Figure 4).

- From the “**Available Users and Groups**” box located to the left, use the Search option at the bottom to locate the group (i.e., course number) or individual user you want to add*.
- Once you have found the users or groups in your search highlight the name and click on the “Add” button. This will move the name over to the “**Current Participants**” box to the right.

Figure 4

***NOTE:** Online Learning will need to ‘add’ your students or RIT Staff to Connect Meeting if you do not find them after searching in the **Available Users and Groups** box. If you have not set this up, you can do so by contacting Online Learning at online@rit.edu or via phone at 585-475-5089 (V); 585-475-5896 (try); 1-800-CALL RIT.

5. **Send Invitations (Optional)** – You can choose to send an invitation to users that are registered for your course. If you do not want to send an invitation, you can copy the meeting URL from the “Meeting Information” that will appear after clicking Finish (Figure 5).

Figure 5