

ADOBE CONNECT

HOST AUDIO CONTROL GUIDE



This guide provides instructions to Meeting Hosts on how to:

- Configure Reservationless-Plus® audio conference controls for use in a meeting room
- Start a web meeting with audio conference controls
- Host a web meeting with audio conference controls.



The following options are available for adding audio to your web meetings. Your administrator will know what is configured for your site:

- Reservationless-Plus Audio Conferencing - provides advanced call capabilities, allowing hosts and presenters to control the audio conference from the web meeting interface.
- VoIP - Adobe® Connect™ broadcasts audio in meetings or training sessions using VoIP and the microphones on attendees' computer systems.
- Universal voice audio - Universal voice enables Adobe Connect to broadcast all telephone-based audio into a web meeting room over VoIP.

CONFIGURING YOUR RESERVATIONLESS-PLUS AUDIO CONTROLS FOR USE

CREATING AN AUDIO PROFILE FROM ADOBE CONNECT CENTRAL

Note: Keep your Welcome Email handy to create a new audio profile.

STEP	ACTION
1	In Adobe Connect Central, click My Profile > My Audio Profiles.
2	Click New Profile.
3	<div data-bbox="256 1501 998 1795"><p>My Profile Edit My Preferences My Audio Profiles My Audio Providers Group Memberships Organization</p><p>New Audio Profile</p><p>Enter Profile Information</p><p>Provider: * <input type="text" value="The Conferencing Center"/></p><p>Profile Name: * <input type="text" value="Reservationless-Plus"/></p><p>Conference Code: * <input type="text" value="123456"/></p><p>Leader Pin: * <input type="text" value="0101"/></p></div> <p>Select The Conferencing Center in the Provider drop-down menu and enter Reservationless-Plus in the Profile field.</p> <p>You can enter any Profile name you choose. It is not limited to just Reservationless-Plus</p>
4	Enter your Conference Code and Leader PIN as shown on your welcome email
5	Click Save. Your audio profile will populate with your conference number.

EDITING OR DELETING AN AUDIO PROFILE

You can change the profile name, and enable or disable an existing audio profile.

STEP	ACTION
1	In Adobe Connect Central, click My Profile > My Audio Profiles.
2	Select a profile and click Edit
3	Change the profile name or status and click Save.
4	To delete an audio profile, select it and click Delete.

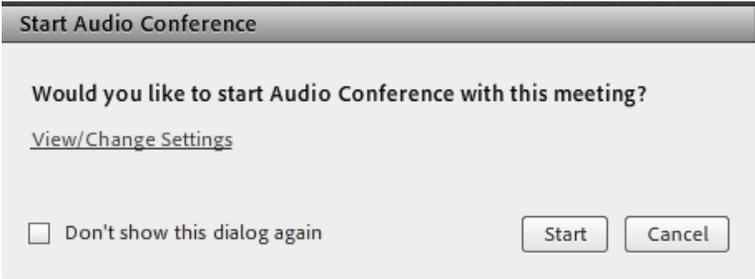
ASSOCIATING AN AUDIO PROFILE WITH A MEETING

To use Reservationless-Plus integrated audio controls during your Adobe Connect web meeting, you must associate an audio profile with your meeting room.

STEP	ACTION
1	To associate an audio profile with your meeting room, select one of the following options: <ul style="list-style-type: none">• Create a new meeting and enter the required information. To create a new meeting, select Meetings and then click New Meeting.• Open an existing meeting and click Edit Information.
2	<p>In the Audio Conference Settings section, select Include this audio conference with this meeting. In the drop-down menu, select the Profile name as you entered it (e.g. Reservationless-Plus).</p> <div data-bbox="272 926 1063 1312"><p>Audio Conference Settings</p><p><input type="radio"/> Do not include any audio conference with this meeting.</p><p><input checked="" type="radio"/> Include this audio conference with this meeting: <input type="text" value="Reservationless-Plus"/> <small>(Please note that audio conference setting changes would be effective for new meeting sessions only.)</small></p><p><input type="radio"/> Include other audio conference with this meeting.</p><p>Conference Number(s): <input type="text"/></p><p>Moderator Code: <input type="text"/></p><p>Participant Code: <input type="text"/></p></div> <p><i>Note: If you change the audio profile once you start the meeting, the new audio conference settings take place only after you close and restart the meeting. Wait a few minutes to see the changes appear.</i></p>
3	Click Save .

SELECTING YOUR AUDIO PROFILE SETTINGS

As the meeting Host, you can select your default audio preferences for your meeting room. This is recommended the first time you start a meeting as the Host.

STEP	ACTION
1	Navigate to the Meeting Information page for a specific meeting or enter the meeting URL into your internet browser.
2	Click Enter Meeting Room or login using your Adobe Connect account information.
3	<p>Once you open your Meeting Room, the Start Audio Conference pop-up window will appear. You have two options:</p> <ul style="list-style-type: none"> Start your audio conference by clicking Start. If you select this option, skip to Starting a Web Meeting using Audio Conference Controls below. Modify your audio preferences by clicking View/Change Settings. This option will allow you to set your default audio preferences for your meeting room. 
4	<p>Click View/Change Settings to set your default audio preferences for your meeting. The Audio Profile Settings appear.</p> 
5	<p>After you have selected an Audio Profile to associate with this meeting room, choose your default settings for the audio conference.</p> <ol style="list-style-type: none"> Using Microphone (Computer/Device) allows you to participate via your microphone. <ul style="list-style-type: none"> Allow participants to use Microphone allows your participants to participate via microphone as

STEP	ACTION
	<p>well.</p> <ol style="list-style-type: none"> Using Phone <ul style="list-style-type: none"> Broadcast Telephony audio allows you to have participants join via an audio stream without joining via telephone. This is one-way communication so participants cannot interact during the meeting. This option is primarily used for larger meetings or events. Broadcasting telephony is mandatory if you have selected to Using Microphone (VoIP) and Using Phone together. Provide Dial-in details to participants displays the audio conferencing information to the participant to use to dial into the conference. Provide Dial-out details to participants displays the option for participants to receive a call-back to join the audio conference. Start Audio Conference automatically with this meeting* will start the audio conference as soon as you open the meeting room. Show Start Audio Conference Dialog when meeting starts means that the host must manually start the audio conference when you enter the meeting room. Selecting this option will negate the previous selection.
6	Click Done once you have made your selections. Your default audio preferences will be saved for each subsequent meeting you hold in this meeting room. To edit your audio profile settings at any time, go to the Audio menu and select Audio Conference Settings.

STARTING A WEB MEETING USING AUDIO CONFERENCE CONTROLS

STARTING AN AUDIO CONFERENCE USING AN AUDIO PROFILE

Once you have created an audio profile, associated it to your meeting room and selected your audio profile settings, you can start the audio conference. Adobe Connect uses the dial-in steps in the profile to connect to audio and start the meeting.

STEP	ACTION
1	Navigate to the Meeting Information page for a specific meeting or enter the meeting URL into your internet browser. Click Enter Meeting Room or login using your Adobe Connect account information.
2	<p>The Join Audio Conference dialog box appears. Depending on your default preferences, you may see different options for joining the audio conference:</p> <ul style="list-style-type: none"> Dial-out [Receive a call from the meeting], see step 3a Dial-in to the Audio Conference via Phone, see step 3a Using Microphone (Computer/Device), see step 3b Listen Only, see step 4 <p>Attendees must select an option to join. If attendees join using multiple methods in a single web meeting, then you will have a blend of participants using the phone and microphone (VoIP) during the meeting.</p>

Join Audio Conference

How would you like to join the meeting's audio conference?

Dial-out [Receive a call from the meeting]

+1 (USA)

Dial-in to the Audio Conference via Phone

Using Microphone (Computer/Device)

STEP	ACTION
3a	<p>If you select the Dial-out option, enter your telephone number as shown in the example (e.g. +Country Code-Area/City Code-Number) and click Join.</p> <p>Shortly thereafter, you will receive a phone call asking you to join the audio conference. Follow the audio prompts to join the conference.</p> <p>If you select the Dial-in to the Audio Conference via Phone option, then follow the instructions in the dialog box to join the audio conference.</p> <div data-bbox="760 191 1455 562" style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;">Join Audio Conference</p> <p>How would you like to join the meeting's audio conference?</p> <p><input checked="" type="radio"/> Dial-out [Receive a call from the meeting]</p> <p style="margin-left: 20px;">+1 (USA) <input type="text" value="7738677000"/></p> <p><input type="radio"/> Dial-in to the Audio Conference via Phone</p> <p><input type="radio"/> Using Microphone (Computer/Device)</p> <p style="text-align: right;"> <input type="button" value="Join"/> <input type="button" value="Listen Only"/> </p> </div>
3b	<p>If you select Using Microphone, this option gives you and your attendees the ability to talk through the microphone during the meeting. This is also referred to as VoIP. Click Join to participate using the microphone.</p> <p>A Microphone icon will appear next to your name in the participant list indicating that you are connected by Microphone. The icon appears only when you are actively speaking.</p>
4	<p>To participate in the audio broadcast, click the Listen Only button. This option will allow you to join in 'listen only' mode. You will not be able to interact during the audio conference portion of the meeting.</p>

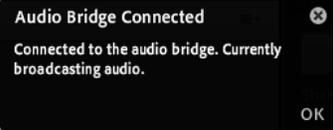
STOP MEETING AUDIO

The Host can stop the meeting audio at any time during the meeting. This action will disconnect the meeting host(s), presenter(s) and all attendees from the audio conference.

STEP	ACTION
1	<p>From the Audio menu, select Stop Meeting Audio.</p> <p>All audio conference lines will disconnect from the meeting.</p>  <p>The screenshot shows the 'Audio' menu with the following options: 'Stop Meeting Audio', 'Stop Audio Broadcast', 'Call A New User...', 'Microphone Rights For Participants' (checked), and 'Audio Conference Settings'.</p>

START, PAUSE, OR STOP AUDIO BROADCAST

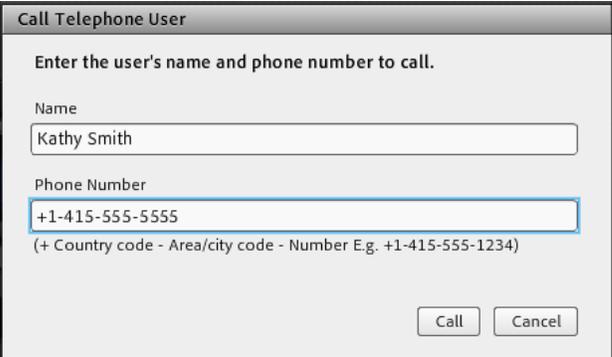
The audio broadcast uses the universal voice line to broadcast all telephone-based audio into a web meeting room over VoIP.

STEP	ACTION	
1	 <p>Audio Bridge Connected Connected to the audio bridge. Currently broadcasting audio. OK</p>	To start audio broadcast, select Start Audio Broadcast in the Audio menu. A pop-up message will appear in the top right corner of your screen confirming your selection.
2	 <p>The screenshot shows the 'Audio' menu with the following options: 'Stop Meeting Audio', 'Pause Audio Broadcast', 'Call A New User...', 'Microphone Rights For Participants', and 'Audio Conference Settings'.</p>	To pause audio broadcast, select Pause Audio Broadcast in the Audio menu. A pop-up message will appear in the top right corner of your screen confirming your selection.
3	<p>To stop audio broadcast, select Stop Audio Broadcast in the Audio menu.</p> <p>A pop-up message will appear in the top right corner of your screen confirming your selection.</p>	



CALL A NEW USER

The host can dial out to an individual to include as a participant in the audio conference call.

STEP	ACTION
1	From the Audio menu, select Call a New User .
2	The Call Telephone User dialog box appears. Enter the Name and Phone Number as shown (e.g. +Country Code-Area/City Code-Number). 
3	Click Call.
4	To cancel the call, click Cancel.

MICROPHONE RIGHTS FOR PARTICIPANTS

When using computer or VoIP or a blend of both Reservationless-Plus audio and VoIP, the Host can enable microphone rights for attendees. This allows those attendees to speak to the host, presenter(s) and attendees in the meeting.

STEP	ACTION
1	To enable microphone rights for attendees, select Microphone Rights for Participants under the Audio menu. 
2	Once you select this option, attendees will see a microphone icon enabled next to their names in the attendee list.  Note: The microphone icon will appear for attendees that have joined whether they joined via computer (VoIP) or via

phone (Reservationless-Plus). For attendees that joined via Reservationless-Plus audio, to use the VoIP microphone, they must disconnect from the Reservationless-Plus audio first.

HOSTING A WEB MEETING WITH AUDIO CONFERENCE CONTROLS

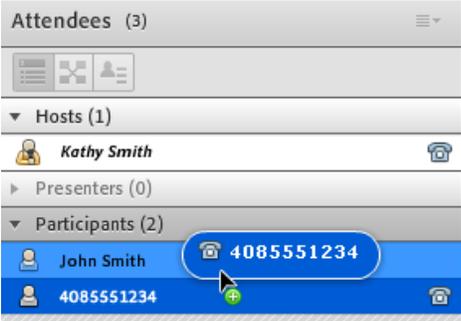
AUDIO STATUS

After participants connect to an audio conference, status icons appear next to their names in the participant list.

Status	Icon
Dialing in progress	
Connected on phone	
VoIP user with Microphone rights	
Muted	
Phone user actively speaking	
VoIP user actively speaking	

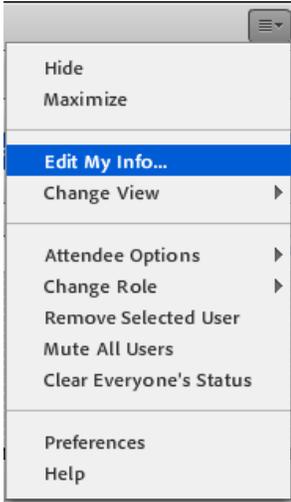
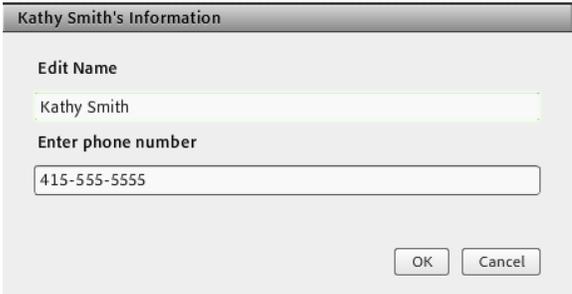
DRAG AND DROP ATTENDEE MERGE

The meeting host can merge the attendee name with the attendee's phone number when an attendee uses the dial-in option.

STEP	ACTION
1	<p>To merge the attendee name with the attendee's phone number in the attendee pod, select the phone number of the attendee and drag to the name of the attendee that you want to merge it with.</p> 
2	<p>A small dialog box appears next to the name of the attendee confirming the merge. Click once to confirm and the attendee name and phone number will merge into a one entry on the attendee list. A phone icon will also appear next to the attendee's name.</p>

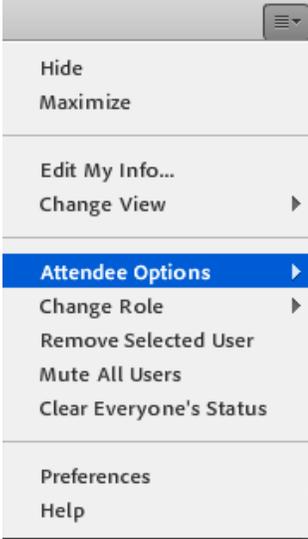
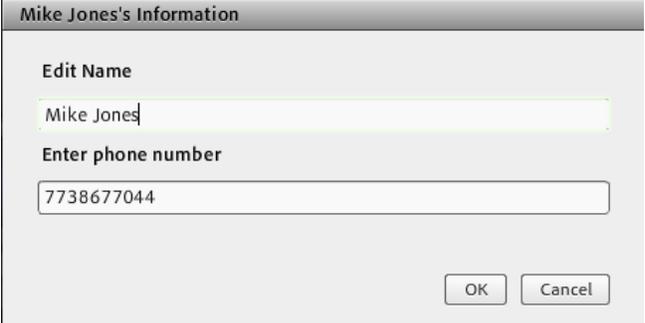
EDITING MY INFO

Meeting hosts can modify his or her own name and/or phone number as it appears in the attendee pod.

STEP	ACTION
1	<p>To edit your info, go to Pod Options  and select Edit My Info in the drop-down menu.</p> 
2	<p>The Edit My Info dialog box appears. You can edit the name and phone number. Click OK to save your changes, or to cancel your changes, click Cancel.</p> 

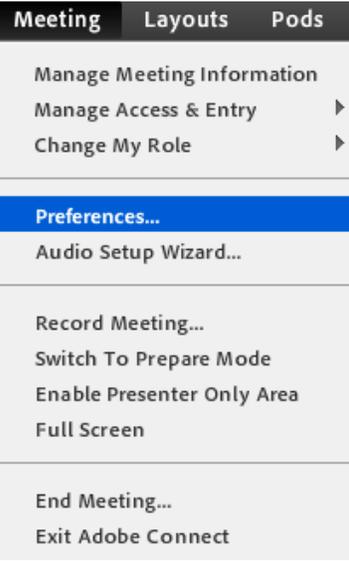
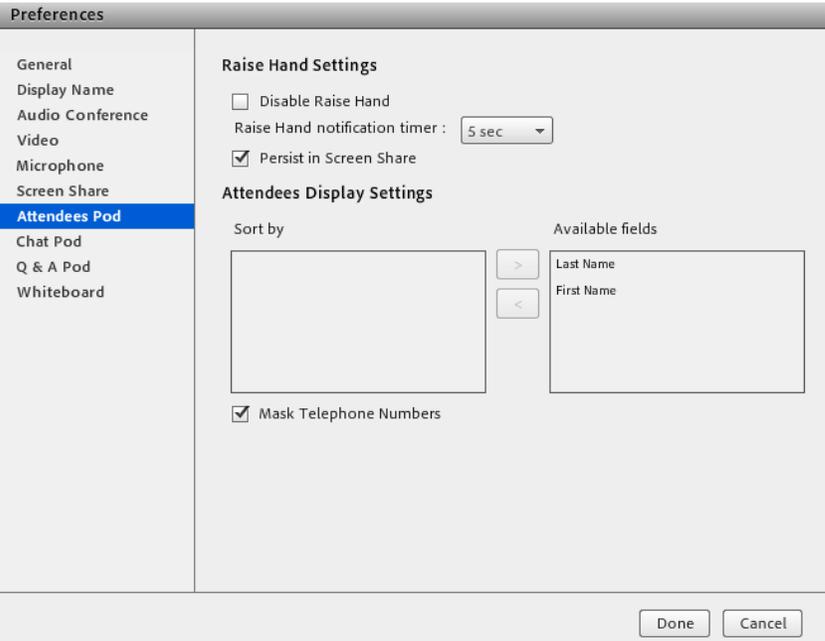
EDITING USER INFO

Meeting hosts can edit an attendee's name and phone number as it appears in the attendee pod.

STEP	ACTION
1	<p>To edit user info, highlight the name of the attendee that you want to edit in the attendee list.</p> <p>Then, go to Pod Options  and select Attendee Options in the drop-down menu.</p>  <p>The image shows a drop-down menu with the following items: Hide, Maximize, Edit My Info..., Change View, Attendee Options (highlighted in blue), Change Role, Remove Selected User, Mute All Users, Clear Everyone's Status, Preferences, and Help.</p>
2	<p>A sub-menu appears. Select Edit User Info and edit the attendee's name and phone number.</p>  <p>The image shows a dialog box titled "Mike Jones's Information". It has two input fields: "Edit Name" with the text "Mike Jones" and "Enter phone number" with the text "7738677044". There are "OK" and "Cancel" buttons at the bottom right.</p>
3	<p>Click OK to save your changes, or to cancel your changes, click Cancel.</p>

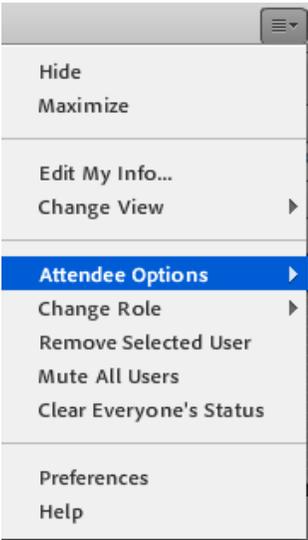
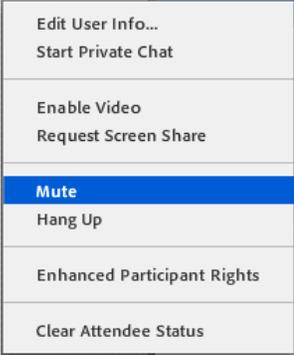
MASKING ATTENDEE PHONE NUMBERS

The meeting host can mask the phone number of manually dialed in attendees.

STEP	ACTION
1	<p>To end the meeting, select Preferences under the Meeting menu.</p>  <p>The screenshot shows a menu with the following items: Meeting (selected), Layouts, and Pods. Under Meeting, there are: Manage Meeting Information, Manage Access & Entry (with a right-pointing arrow), Change My Role (with a right-pointing arrow), Preferences... (highlighted in blue), Audio Setup Wizard..., Record Meeting..., Switch To Prepare Mode, Enable Presenter Only Area, Full Screen, End Meeting..., and Exit Adobe Connect.</p>
2	<p>Check Mask Telephone Numbers box</p>  <p>The screenshot shows the 'Attendees Pod' settings in the Preferences dialog. The 'Mask Telephone Numbers' checkbox is checked. Other settings include: Raise Hand Settings (Disable Raise Hand unchecked, Raise Hand notification timer set to 5 sec, Persist in Screen Share checked), and Attendees Display Settings (Sort by empty, Available fields: Last Name, First Name). Buttons for 'Done' and 'Cancel' are at the bottom right.</p>
3	<p>Select Done. Telephone numbers will no longer appear in full.</p>
	 <p>The screenshot shows a 'Participants (1)' list with one entry: a person icon, the name '773xxx7044', and a phone icon.</p>

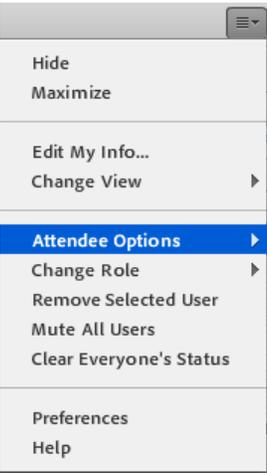
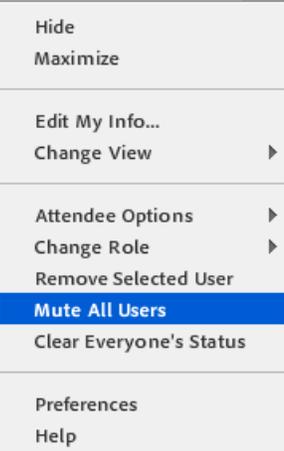
MUTING AND UNMUTING AN ATTENDEE

The meeting host can mute and/or unmute attendees from the Adobe Connect user interface.

STEP	ACTION
1	<p>To mute an attendee, highlight the name of the attendee that you want to mute in the attendee list.</p> <p>Then, go to Pod Options  and select Attendee Options in the drop-down menu.</p> 
2	<p>A sub-menu appears. Select Mute and the attendee's line will be muted. A Muted icon will appear next to the name of the participant that is muted. </p> 
3	To unmute an attendee, repeat step 1 and step 2 but select Unmute from the Attendee Options sub-menu.

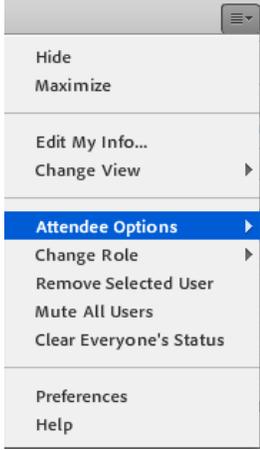
MUTING OR UNMUTING ALL USERS

Meeting hosts can mute and/or unmute all user lines at the same time.

STEP	ACTION
1	<p>To mute all attendees from the meeting audio, go to Pod Options  and select Attendee Options in the drop-down menu.</p> 
2	<p>A sub-menu appears. Select Mute All Users and all lines will be muted in the conference.</p> <p>NOTE: This action also mutes the Host and Presenter lines as well. You must select #6 on your telephone keypad to unmute your own line. Attendees can also unmute their own lines by selecting #6 on their telephone keypad. An alternative would be to utilize the *5/#5 option on your telephone keypad to mute/unmute all lines except the leader's.</p> 
3	<p>To unmute all users, go to Pod Options  and select Attendee Options in the drop-down menu. A sub-menu appears. Select Unmute All Users. All lines will be automatically unmuted.</p>

DISCONNECT AN ATTENDEE FROM THE AUDIO

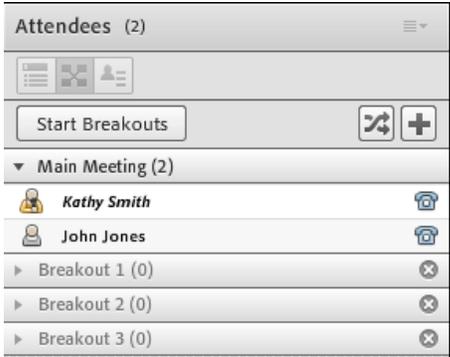
The meeting host can disconnect an attendee from the meeting audio. Please note that this does not prevent the attendee from rejoining the audio conference call.

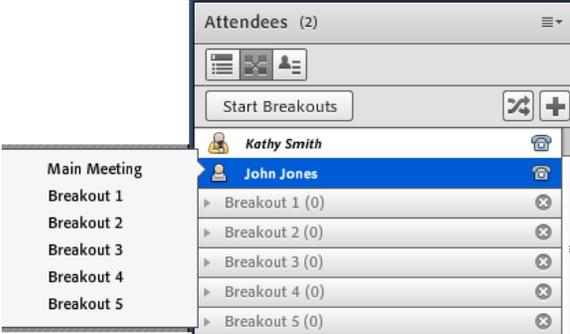
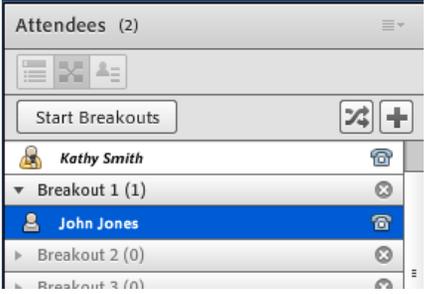
STEP	ACTION
1	<p>To disconnect the attendee from the meeting audio, highlight the name of the attendee that you want to disconnect in the attendee list.</p> <p>Then, go to Pod Options  and select Attendee Options in the drop-down menu.</p> 
2	<p>A sub-menu appears. Select Hang Up and the attendee's line will be disconnected.</p> <p>NOTE: This action does not prevent the attendee from rejoining the audio conference call. If this is your intention, then you should choose the Lock Conference option on your Reservationless-Plus account. This will prevent attendees from joining the audio including the conference operator.</p>

CREATING BREAKOUT ROOMS

Breakout rooms are sub rooms that can be created within a meeting or training session. They are useful for splitting a large group into smaller groups that can talk and collaborate with each other.

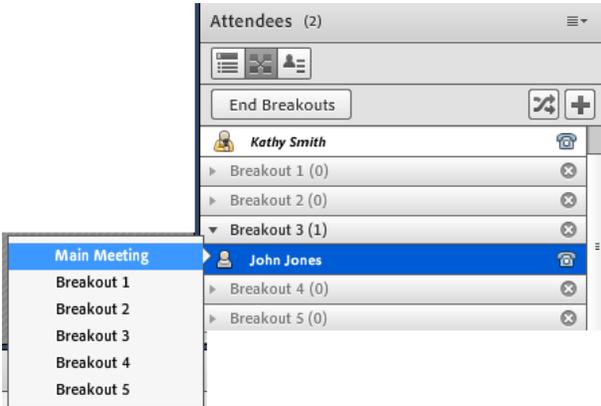
Note: To use the breakout rooms feature, you must have the sub conferencing feature enabled on your Reservationless-Plus account. Once enabled, your account can handle up to 15 breakout rooms with the maximum number of ports set up on your account. If you do not know if your account has sub conferencing feature enabled or the maximum number of ports per meeting, please contact customer service or go to www.tconline.com to see your account details.

STEP	ACTION
1	 <p>To create a breakout room, click on Breakout Room View  in the Attendee Pod. A new Breakout Room View will appear.</p>
2	<p>Before you start the breakout sessions, you must set up the number of breakout rooms that you want (up to 15 is</p>

STEP	ACTION
	 <p>supported on your Reservationless-Plus account).</p> <p>To add a breakout room, click on Create a New Breakout Room and add the number of breakout rooms that you want. The additional breakout rooms will appear in the Attendee Pod.</p>
3	<p>To add an attendee into a breakout room, you can either (a) evenly distribute them into the breakout room(s) or (b) you can individually add them into the room of your choice. For option a, go to step 4a or for option b, go to step 4b.</p>
4a	<p>To evenly distribute attendees into the breakout rooms, click Evenly Distribute  from Main. Attendees will be distributed evenly amongst the breakout rooms.</p>
4b	<p>To add attendees into the breakout room your choice, left-click the attendee's name in list and select the breakout room.</p>  <p>The attendee's name will then appear under the breakout room that you selected</p> 
5	<p>To start the breakout session(s), click Start Breakouts in the Attendee Pod.</p>

BRINGING ATTENDEES INTO THE MAIN MEETING

The Host can bring attendee(s) back into the Main Meeting at any time during the breakout session(s).

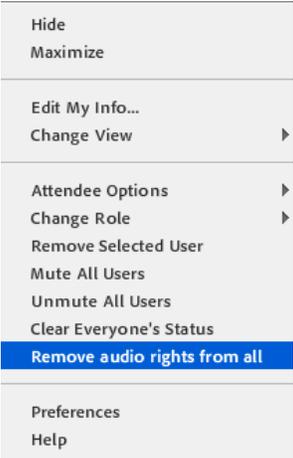
STEP	ACTION
1	<p>To bring an attendee back into the main meeting, left-click on the attendee's name in the Attendee list and select Main Meeting.</p>  <p>The screenshot shows the 'Attendees (2)' window. At the top, there is an 'End Breakouts' button. Below it, a list of attendees is shown: Kathy Smith, Breakout 1 (0), Breakout 2 (0), Breakout 3 (1), John Jones, Breakout 4 (0), and Breakout 5 (0). A context menu is open over John Jones, with 'Main Meeting' highlighted. Other menu items include Breakout 1, Breakout 2, Breakout 3, Breakout 4, and Breakout 5.</p>

ENDING BREAKOUT ROOMS

STEP	ACTION
1	<p>To end the breakout session(s), click End Breakouts in the Attendee Pod. Attendees will be automatically joined to the main meeting.</p> <p>Note: Attendees' names will still appear under their individual breakout rooms in the event that you want to start another breakout session.</p>

REMOVING AUDIO RIGHTS FROM ALL

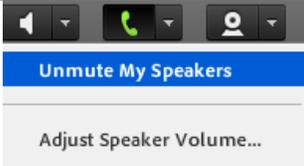
This option allows the host to disconnect all Reservationless-Plus audio and VoIP lines from all presenters and attendees.

STEP	ACTION
1	<p>To remove audio rights from all, go to Pod Options  and select Remove audio rights from all.</p>  <p>The screenshot shows the 'Pod Options' menu. The menu items are: Hide, Maximize, Edit My Info..., Change View, Attendee Options, Change Role, Remove Selected User, Mute All Users, Unmute All Users, Clear Everyone's Status, Remove audio rights from all (highlighted), Preferences, and Help.</p>

FROM THE SPEAKER MENU

MUTING AND UNMUTING YOUR COMPUTER SPEAKERS

Meeting hosts, presenters and participants can mute or mute their computer speakers from the web meeting interface.

STEP	ACTION
1	To mute your computer speakers, under the Speaker icon  drop-down menu, select Mute My Speakers .
2	 To unmute your computer speakers, under the Speaker icon drop-down menu, select Unmute My Speakers .

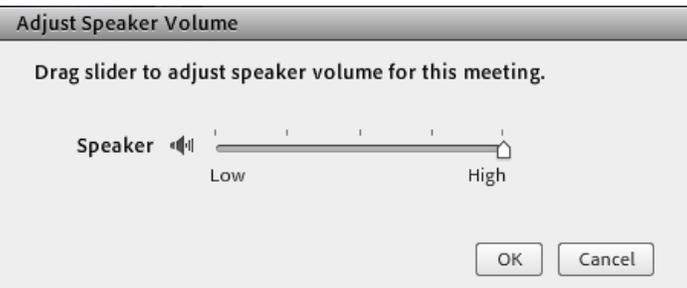
MUTE CONFERENCE AUDIO ONLY

The Host can mute conference audio only when connected to the meeting via phone. This option mutes the computer audio when you are actively speaking via the phone on your Reservationless-Plus audio conference.

STEP	ACTION
1	 To mute conference audio only, under the Speaker icon drop-down menu, select Mute Conference Audio Only .
2	To unmute conference audio, under the Speaker icon drop-down menu, de-select Mute Conference Audio Only . At this time, the host will hear the audio through both the computer and phone. Tip: Unmuting conference audio while connected to the phone is not recommended because it can be distracting for the host when speaking in the meeting.

ADJUST SPEAKER VOLUME

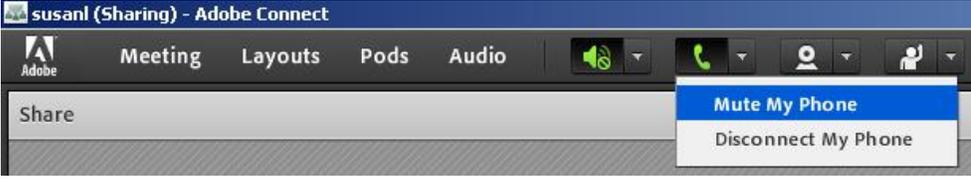
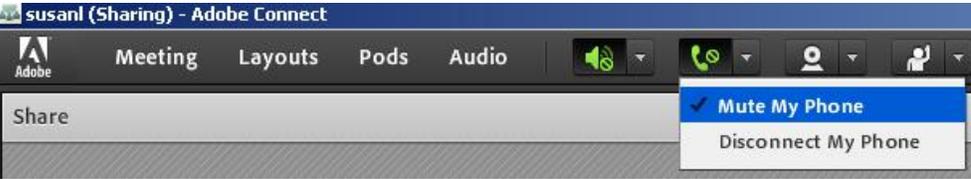
The host, presenter(s), and attendees can adjust their computers' speaker volume during the meeting.

STEP	ACTION
1	To adjust the speaker volume, under the Speaker icon  drop-down menu, select Adjust Speaker Volume .
2	 The Adjust Speaker Volume dialog box appears. Drag the slider to adjust the speaker volume for the meeting to your liking. Click OK to confirm the adjustment. Or, click Cancel to cancel the adjustment.

FROM THE PHONE MENU

MUTING AND UNMUTING YOUR PHONE LINE

Meeting hosts, presenters and participants can mute or mute their audio conference lines from the web meeting interface.

STEP	ACTION	
1	 <p>The screenshot shows the Adobe Connect interface with the 'Phone' icon in the top toolbar. A drop-down menu is open, showing 'Mute My Phone' (highlighted in blue) and 'Disconnect My Phone'.</p>	To mute your phone, under the Phone icon  drop-down menu, select Mute My Phone.
2	 <p>The screenshot shows the Adobe Connect interface with the 'Phone' icon in the top toolbar. A drop-down menu is open, showing 'Mute My Phone' (with a checkmark) and 'Disconnect My Phone'.</p>	To unmute your phone, under the Phone icon  drop-down menu, de-select Mute My Phone.

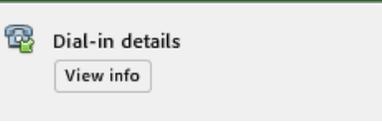
DISCONNECTING MY PHONE

Meeting hosts, presenters and participants can disconnect their phone lines at any time during the meeting.

STEP	ACTION
1	To disconnect, under the Phone icon  drop-down menu, select Disconnect My Phone. Your phone will be automatically disconnected.

FROM THE NOTIFICATION MENU

The notification menu displays the Reservationless-Plus audio conference dial-in details to join the meeting.

STEP	ACTION
1	To view the audio conference dial-in details, select the Notification  drop-down menu.
2	<p>The Dial-in details pop-up appears. Select the View info button. The audio conference information appears for the meeting.</p>  <p>Click the  button to exit out of the dial-in details.</p>

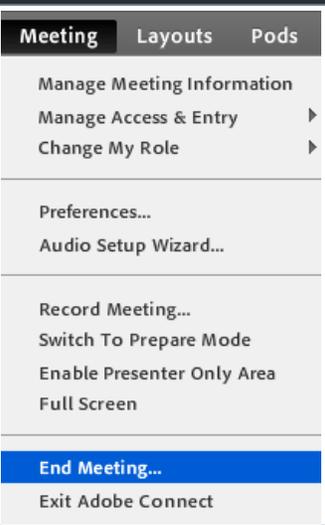
FROM THE MEETING MENU

RECORDING A MEETING

STEP	ACTION
1	From the menu bar, select Meeting and then Record Meeting .
2	<p>In the Record Meeting dialog box, enter a name and summary for the meeting recording.</p> <p>Note: A recording icon (red circle) appears in the menu bar to indicate that the meeting is being recorded. If a problem occurs during the recording, an error message appears in the upper right corner of the window. You can try to reconnect to the conference audio, record the meeting without audio, or stop recording the meeting.</p>

ENDING THE MEETING

Once you have completed your meeting, you must end the meeting properly for all attendees to be disconnected from both the Reservationless-Plus audio and the Adobe Connect web conference.

STEP	ACTION
1	 <p>To end the meeting, select End Meeting under the Meeting menu.</p>
2	The End Meeting window appears. To end the integrated audio conference in addition to the web meeting, select the End Integrated Audio Conference checkbox.

STEP	ACTION
	<div data-bbox="235 136 852 651"> <p>End Meeting</p> <p>When you end the meeting, all attendees will be removed from the meeting room.</p> <p><input checked="" type="checkbox"/> End Integrated Audio Conference</p> <p>Show this message to everyone.</p> <div data-bbox="263 336 828 472" style="border: 1px solid gray; padding: 5px;"> <p>The host has ended this meeting. Thank you for attending.</p> </div> <p><input type="checkbox"/> Open this URL for everyone.</p> <div data-bbox="263 520 828 556" style="border: 1px solid gray; padding: 2px;"> <p>http://www.intercall.com</p> </div> <p> <input type="button" value="Save Message"/> <input style="border: 2px solid green;" type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>
3	Click OK to end the meeting. Or, click Cancel if you do not wish to end the meeting.

Optionally, specify a message that you want to show and a URL to open in the attendees' browsers upon ending the meeting.