QUICK REFERENCE GUIDE



HSIN Quick Reference Guide How to Properly Shut Down a HSIN Connect Meeting

This Quick Reference Guide (QRG) reviews how to properly shut down a HSIN Connect Meeting. **Connect rooms used for longer than 12 hours must be shut down and restarted to prevent data loss.**

Note: Only Hosts can shut down a HSIN Connect Meeting.

 Request all attendees exit the HSIN Connect Meeting. Verify all attendees exited the meeting under the Attendee List Pod. If there are still attendees in the room,

complete step 2 for each individual attendee.

2. Manually Attendee List (1) remove any Hide remaining å Edit My Info attendee by Change View clicking on Attendee Options the individual name. Next, select the Help drop down arrow on the

Attendee List Pod. Click **Remove** Selected User.

3. Go to the top-Meeting Layouts Pods left corner of lanage Meeting Info Manage Access & Entry Change My Role the navigation bar. Click Audio Setup Wizard.. Meeting Record Meeting... Switch To Prepare Mode then select Enable Presenter Only Area Full Screen **End Meeting** from the drop End Meeting... down menu.



 A pop-up window appears with a generic message that is shown to all attendees once the Host ends the meeting. To end the meeting with the generic message, click OK. Otherwise, edit the message to suit your audience and click Save Message. The pop-up window will close. Repeat Step 3. The pop-up window will now show your new message. Click OK.

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Note: Do not check the box next to "Open this URL for Everyone" or type in a new URL.

Open th	is URL for everyone.	
Enter URL	here	

 The meeting ends for all remaining attendees. To resume the meeting room, wait 15 minutes then click **Start Meeting**. If you wish to prevent incoming attendees access, select the checkbox next to **Lock the meeting after starting**.



6. If you checked Lock the meeting after starting, the Host receives a pop-window once he or she logs back into the meeting. To allow incoming attendees to request access to the meeting, check the box next to Incoming attendees can request entry. To modify the message, type within the text box. If the host requires the modified message to appear each time a user tries to access the meeting, click Save Message. Otherwise, click OK.

Block Incoming Attendees
Incoming attendees will be prevented from entering the meeting room. All attendees currently in the room will remain in the room.
✓ Incoming attendees can request entry.
Message for incoming attendees.
This meeting is currently in session. The host has blocked entry for incoming attendees.
Save Message OK Cancel

 To turn off the block incoming attendees feature once the meeting has started, click Meeting then Manage Access & Entry. A check mark appears next to Block Incoming Attendees. Click Block Incoming Attendees. The feature is now turned off.



For more information, contact the HSIN Outreach Team at **HSIN.Outreach@hq.dhs.gov** or visit our website at www.dhs.gov/hsin.

Scan the QR code* or visit our website to learn more about how HSIN can help support your mission. * You must have a QR code reader installed on your mobile device.

