HSIN | Homeland Security Information Network

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.

1. 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 remove any remaining attendee by clicking on the individual name. Next, select the **drop down arrow** on the Attendee List Pod. Click **Remove Selected User**.
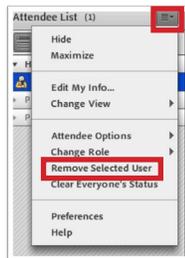
3. Go to the top-left corner of the navigation bar. Click **Meeting** then select **End Meeting** from the drop down menu.

4. 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**.
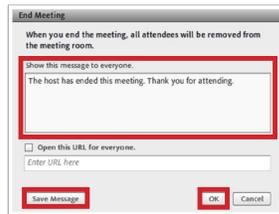
   Note: Do not check the box next to "Open this URL for Everyone" or type in a new URL.

5. 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**.
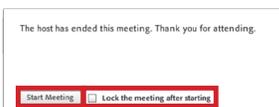
6. If you checked **Lock the meeting after starting**, the Host receives a pop-window once he or she logs back into the meeting. To allow incoming attendees to request access to the meeting, check the box next to **Incoming attendees can request entry**. To modify the message, type within the text box. If the host requires the modified message to appear each time a user tries to access the meeting, click **Save Message**. Otherwise, click **OK**.
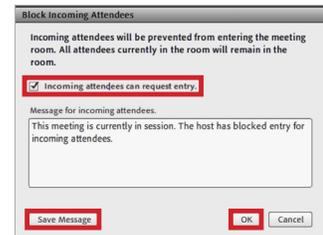
7. To turn off the block incoming attendees feature once the meeting has started, click **Meeting** then **Manage Access & Entry**. A check mark appears next to Block Incoming Attendees. Click **Block Incoming Attendees**. The feature is now turned off.

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.