HSIN | Homeland Security Information Network

HSIN Connect for Hosts and Presenters

This Quick Reference Guide (QRG) offers a brief overview of HSIN Connect from the host and presenter perspectives. Some basics functions for hosts and presenters include: understanding their meeting role, navigating the meeting room, sharing content and managing the meeting.

Hosts and Presenter Meeting Roles

Hosts and presenters have distinct roles but also share some areas of responsibility. Hosts manage, produce and organize the meeting. Presenters assist the host by sharing content or managing the Chat (Q&A) pod.

Hosts can:

- Invite additional attendees not included on the original invitation
- Add and edit meeting room layouts, controlling the participant view
- Promote participants to the role of host or presenter
- Grant enhanced access to an attendee without promoting the attendee's role
- Remove attendees from a meeting
- End the meeting, which denies everyone access

Hosts & Presenters can:

- Share content from the meeting library or from their computer
- Broadcast live audio and video
- Access the Presenter Only Area, which is not visible to participants
- Use the Chat (Q&A) pod to manage questions and answers from participants

Please Note: Install Adobe Connect Add-In

Before hosting a HSIN Connect session for the first time, you will be prompted to install the Adobe Connect Add-In.

Navigate the Meeting Room

Meeting room content appears in pods, which are panels containing information and/or media. The following explains some of the commonly used pods and features annotated below:
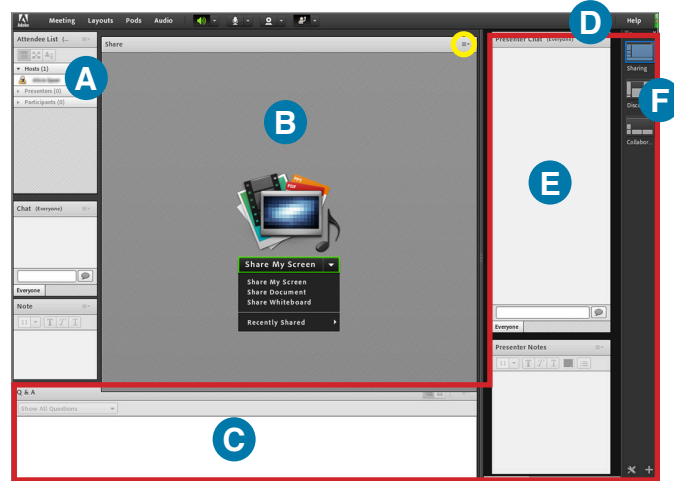

Figure 1: HSIN Connect Meeting Room

A   Attendee List Pod
The Attendee List displays all meeting attendees and their role within the meeting (host, presenter or participant).

B   Share Pod
The example shown here is for sharing screens, documents or presentations. Share Pods are typically the main focus for sharing content.

C   Chat (Q&A) Pod
The Chat (Q&A) pod gives hosts and presenters control in managing questions and answers by redirecting the question to the appropriate presenter and placing questions in a queue to be answered later in the meeting. Questions can be answered to the asking participant directly or shared with all participants.

HSIN | Homeland Security Information Network

D Alerts
All alerts and status icons appear here, such as when a guest requests entry or when a meeting is put on hold.

E Presenter Only Area
Outlined in red in *Figure 1*, this example contains the following pods: Presenter Chat, Presenter Notes and Chat (Q&A). Only hosts and presenters can see the Presenter Only Area.

F Layout Options
Three layout options are available for designing the meeting room: Sharing, Discussion and Collaboration. When a host chooses an option, the new layout appears on all attendees' screens. Use the **Prepare Mode** under the **Meeting** menu to edit layouts without immediately changing the attendee view.

Share Content

1. Share content – After clicking the **Share My Screen** *(see Figure 1:B)* button in the Share pod, choose what you would like to share:

   a. Screen – This option allows the host or presenter to share their entire screen in the meeting room.

   b. Document – Choosing this option allows hosts and presenters to:

      i. Browse their computer for the desired document, *or*

      ii. Select a previously uploaded document from the meeting library. To upload a document to the meeting library, use the drop down menu located in the upper right-hand corner of the Share pod *(highlighted in yellow on Figure 1)* or visit the HSIN Connect **Content** page prior to the meeting.

   c. Whiteboard – This option opens a new whiteboard in the Share pod.

2. Broadcast live audio and video – Hosts and presenters can broadcast live audio and video during their meeting with a microphone and webcam.

   a. Audio
   There are two options for sharing audio:

      i. Select the **Microphone** icon that appears at the top center of the screen, *or*

      ii. Begin sharing audio via VoIP through the **Audio Setup Wizard** under the **Meeting** menu. HSIN Connect includes a Voice over Internet Protocol (VoIP) feature that enables hosts to broadcast an audio conference to meeting attendees over the Internet, allowing attendees to listen through their computer speakers and enabling recording of the live session by the host to share later. Creating and managing audio conference settings is done through HSIN Connect's **My Profile** page.

   b. Video
   Begin sharing video by clicking **Webcam** icon at the top center of the screen. To adjust video settings, go to the **Meeting** menu, select **Preferences** then **Video**.

Manage the Meeting

Managing the meeting is the role of the host, who controls access to the meeting and participant roles.

1. Access & Entry – Manage access and entry through the **Meeting** menu then **Manage Access & Entry**.

   While a meeting is in progress, a host can:

   a. Invite more attendees

   b. Allow or block incoming requests to join the meeting

   c. Place the meeting on hold

2. Promote Participants – Hosts have two options to promote participants into a presenter or host role:

   a. Hover over a participant's name bringing up a **Hover** menu with role options, *or*

   b. Use the drag and drop function by clicking and dragging the participant's name to the appropriate heading

Contact Us

For technical support, contact the HSIN Help Desk via phone at (866) 430-0162 or via email at HSIN.HelpDesk@hq.dhs.gov.

For more detailed training information, contact HSIN Training at HSIN.Training@hq.dhs.gov.

For information on how HSIN Connect is used in innovative ways by other users, contact HSIN Outreach at HSIN.Outreach@hq.dhs.gov.

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.