Attending Carmen Connect Meetings

This User Guide is designed to provide details on attending online meetings using CarmenConnect as a PARTICIPANT. Your meeting host will provide you with a link to access your meeting. This guide will help you once you are inside the meeting space.

Accessing Your Meeting

Step 1

In order to access the meeting, your HOST will have given you a URL to take you to the CarmenConnect space where your online meeting will be held. The link may look something like this:

http://carmenconnect.osu.edu/sample/

After clicking the link, you will see a screen like this:
Step 2

You will use the system as a guest. Simply type in your name and click “Enter Room” to access the meeting space. If the host has not opened the meeting yet, you will receive an error message informing you of that. Simply wait or contact your host if you get this message. Once you are in the meeting space, you will see a screen similar to the one below:

Once you have reached this screen, you have successfully entered the meeting space! Now it’s time to configure you audio/video.

**Setting Up Your Audio**

You are able to use voice to communicate during CarmenConnect meetings as long as your computer is configured properly. The best way to ensure this is to run the **Audio Setup Wizard**. Sometimes, this Wizard will run automatically if you are using CarmenConnect on your computer for the first time. If it does not run automatically, you can manually run it. Here’s how...
Step 1
You must be in the online meeting room to access this option. Click “Meeting” (upper left of the screen) to open the meeting menu. Select “Audio Setup Wizard” to launch it.

Step 2
After launching the Wizard, a pop-up window will appear containing prompts to set up and test your audio. Follow the prompts.

NOTE: You may see an Adobe Flash Player prompt like the one above. This asking your permission to allow Connect to access your mic and camera during the meeting. Click Allow.
To Remember: Be sure to use headphones for your audio to reduce noise and microphone feedback. This is strongly recommended. Also, it is important to attend your meeting in a quiet room. Meeting attendees will hear everything happening in the background once your mic is on.

For Support: If you encounter technical difficulty, you may contact the OCIO Help Desk at 614-688-HELP (4357) on Mon-Fri from 7:30am to 7pm (until 6pm on Fridays) during summer, subject to change on weekends and university breaks/holidays. Check out their website for exact hours: [http://ocio.osu.edu/help/hours/](http://ocio.osu.edu/help/hours/). You may also contact EHE’s OTEL Help Desk at (614) 247-TECH (8324). They assist by phone M-F from 8am-5pm (except on University holidays) during summer. Check the website for changes in hours: [http://ehe.osu.edu/otel/get-help/](http://ehe.osu.edu/otel/get-help/)

Step 3

Once your audio is set up, locate the menu bar at the top of the screen (see Figures 1 and 1.1). There are icons for your speakers, microphone, webcam, and for interaction. Notice if you hover your cursor over these icons, you will see small help boxes appear to show you their functions. In this user guide, we focus only on the sound and webcam features. To turn on your mic, simply click the mic icon.

Notice the mic icon turns green to show that the mic is on (and so do the speaker and webcam icons). You may also click the little drop down arrow beside each icon to access more controls for each function (e.g., mute audio, speaker volume, mute mic, etc).

Using Webcam Video

If you have a webcam, you may broadcast your webcam video to attendees. Here’s how to activate it.
Step 1

Take a look at Figures 2, 3, and 4. Click the dropdown arrow next to the webcam icon (see Figure 2). Select “Start My Webcam” to activate your webcam. Your video is NOT being shown to attendees just yet (see Figure 3). This is a preview of what attendees will see once you start sharing. (NOTE: There is an option to “Enable Webcam for Participants” because you are a host in the meeting and can control video for those who are attending as participants.)

![Figure 2: Starting Your Webcam](image)

**Figure 2: Starting Your Webcam**

**Figure 3: Webcam Preview and Options**

Step 2

To start sharing your webcam video with attendees, click the “Start Sharing” option. Notice that the video image becomes larger (see Figure 4). It is **not** a preview—it is now being broadcast to attendees.

![Figure 4: Webcast Broadcast to Attendees](image)

**Figure 4: Webcast Broadcast to Attendees**
To Disable Audio or Video

To stop broadcasting audio or video, simply click the respective icon to toggle it off OR use the dropdown arrow next to the icon to select the appropriate option to mute audio (or stop sharing video).

To Remember: When your mic and webcam are active, whatever is going on in the room with you will be experienced by all meeting attendees. So be sure to mute your mic or stop sharing your webcam when necessary.

Exiting a Meeting

When your meeting has ended, simply close the meeting window to exit. Your host will let you know if there is a recording of the meeting and how to access the recording.

For More Training

If you need more help on how to use CarmenConnect features, feel free to contact the Technology Coach at technologytraining@osu.edu. Happy Connecting! 😊