

****Adobe Connect 8****
Changing the Status of a Meeting Attendee

The instructions below provide you instructions for changing the status of a meeting attendee.

To enable change the status of a meeting attendee:

- a. Log into **Adobe Connect**. The **Adobe Connect** homepage is displayed.
- b. Click **Meetings** on the top menu. A list of your meetings displays.
*Note: This is not the same as the **Meeting** button.*
- c. Click the link for your meeting. The **Meeting Information** page displays.
- d. Click the **Enter Meeting Room** button. The meeting begins to load.
- e. Click the name of a participant in the **Attendees** pod. A menu is displayed.
- f. Select **Host**, **Presenter**, or **Participant** from the displayed menu.