



How to Use: HSIN Connect as a Participant

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CONTACT US

Please do not hesitate to contact the HS SLIC Team if you have any questions or concerns:

HS SLIC Team
HS.SLIC@hq.dhs.gov

For technical questions or password resets, please contact the HSIN Help Desk:

HSIN HelpDesk
hsin.helpdesk@hq.dhs.gov
hq.dhs.gov
(866)-430-0162

About HSIN Connect

HSIN Connect allows anyone with a computer and an internet connection to view and participate in online briefings and discussions. HSIN SLIC offers quick links to regional and national-level web conferencing rooms to allow users to connect with their peers. Users may also create or participate in their own meetings at any time to conduct interactive online meetings and share content with anyone, regardless of whether they are a HSIN user. Meeting attendees may assume one of three possible roles when using HSIN Connect: Host, Presenter, or Participant. ***This guide offers a brief overview of how to use HSIN Connect as a meeting Participant.***

Enter a Meeting Room

HSIN Connect may be accessed in any of three ways: (1) directly through the meeting URL; (2) via the HSIN Connect homepage; or (3) through links on the HSIN SLIC Community of Interest (COI).

Participate Using Meeting URL

If you have been provided the URL for the meeting, simply enter it into your browser. HSIN Connect will open and you will have the option to log in with your HSIN user credentials or as a guest.

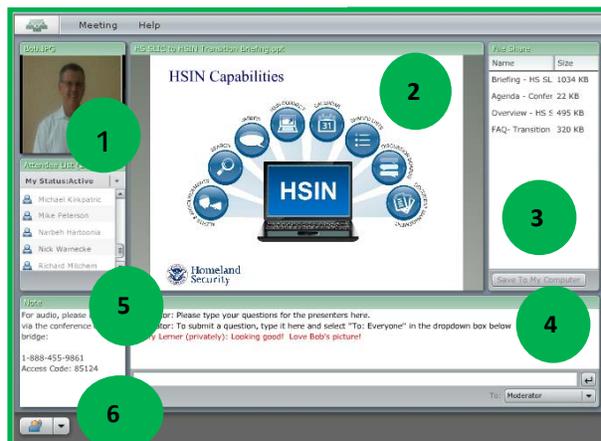
Participate Via HSIN Connect

Visit <https://connect.hsin.gov> and enter your HSIN username and password in the login fields. Click the Meetings menu bar and select your meeting from the list. On the Meetings Information page, select the URL or click Enter Meeting Room.

Participate Via COI Homepage

Click on any **Connect** link on the HSIN SLIC COI. This will take you to the HSIN Connect log-in screen. Follow the instructions as described above.

Navigate the Meeting Room

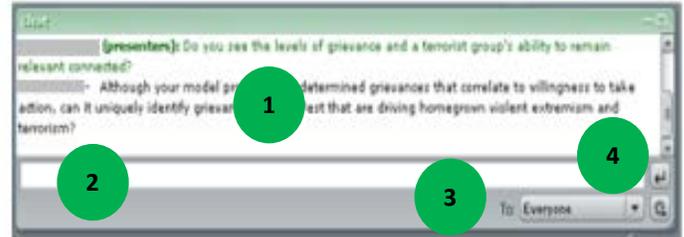




Meeting room content appears in “pods” that contain information and/or media. In the figure above, the following pods are displayed:

1. **Attendee List:** Shows all meeting attendees and their role within the meeting (Host, Presenter, or Participant).
2. **Share Pod:** Displays content, such as a presentation or a Presenter’s desktop.
3. **File Share Pod:** Lists files available for download by Participants.
4. **Chat Pod:** Enables Participants to chat with one another or the Presenters.
5. **Note Pod:** Displays text entered by the meeting Host, such as conference call dial-in information, a welcome note, or other instructions for Participants.
6. **Status Options:** Allow users to communicate with others without interrupting the Presenter (discussed in detail below).

Participants can view shared meeting content, access audio and video broadcasts, and communicate using the Chat Pod. Note that the arrangement of the pods may vary according to how the Host has designed the meeting room.



3. Select who can read the message.
4. Click this button or press the “Enter” key to send the chat message.

Status Options

The **Status Options**, located at the bottom left of the meeting room, allow users to communicate with others without interrupting the Presenter. For example, you can “Raise Hand,” agree or disagree with the discussion, or request the speaker to talk more loudly or slowly. Clicking this icon opens the menu of available options. The selected icon will appear next to your name in the attendee list.



Participate in the Meeting

Chat Pod

Use the Chat Pod to send messages to the Host, Presenter, a designated attendee, or everyone in the meeting.

1. Contains the chat messages, which are listed chronologically.
 - Messages sent to everyone appear in **black**.
 - Messages sent to Hosts and Presenters appear in **green** and are not visible to other attendees.
 - Private messages to individual Participants appear in **red** and are not visible to other attendees.
2. Enter the text message here.

Chat (Q&A) Pod

In addition to the Chat Pod, the Host and Presenter may use the Chat (Q&A) Pod to manage meeting questions and answers. This enables Participants to ask questions directly of the Hosts and Presenters. The Host and Presenter may respond directly to the questioner or may elect to broadcast the answer to all attendees.