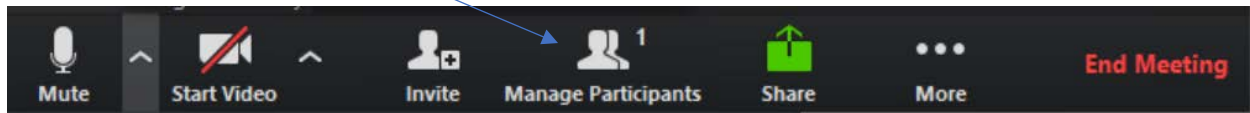
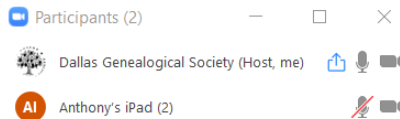


Managing Participants

As the Host you have ability to manage aspects of each participants session. This is done by clicking on the “Manage Participants” icon:



This will display a list of participants:



Mute All Unmute All More ▾

- You can mute all participants by clicking on the “**Mute All**” button at the bottom of the window.
 - If your meeting features a single presenter, it is a good idea to mute all other participants
 - Note that the presenter will need to un-mute their microphone to be heard.
- You can un-mute all participants by clicking on the “**Unmute All**” button at the bottom of the window.
- You can enable the microphone and video camera for individual participants by clicking on the microphone and camera icon next to their names.
- More options will be available when you hover your mouse over an individual participant:
 - You can chat just with that participant
 - You can end their video sharing
 - You can designate another participant to become the host (Note: You will no longer be the host if you do this!)
 - You can change the participant's name (each should be identified by first and last name)
 - You can remove (drop) the participant from the call

