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:

- 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 you 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 longer be the host if you do this!)
  - You can change the participants name (each should identified by first and last name)
  - You can remove (drop) the participant from the call