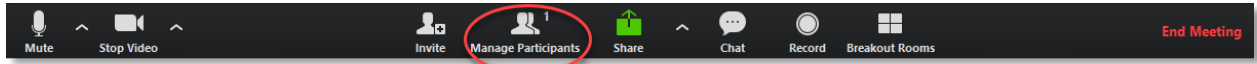
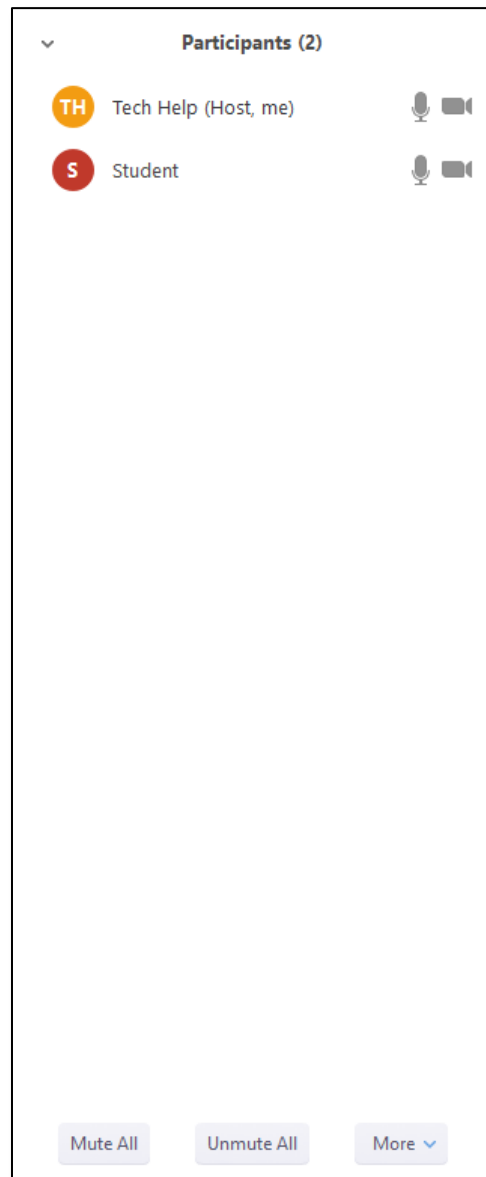


Manage Participants' Audio & Video

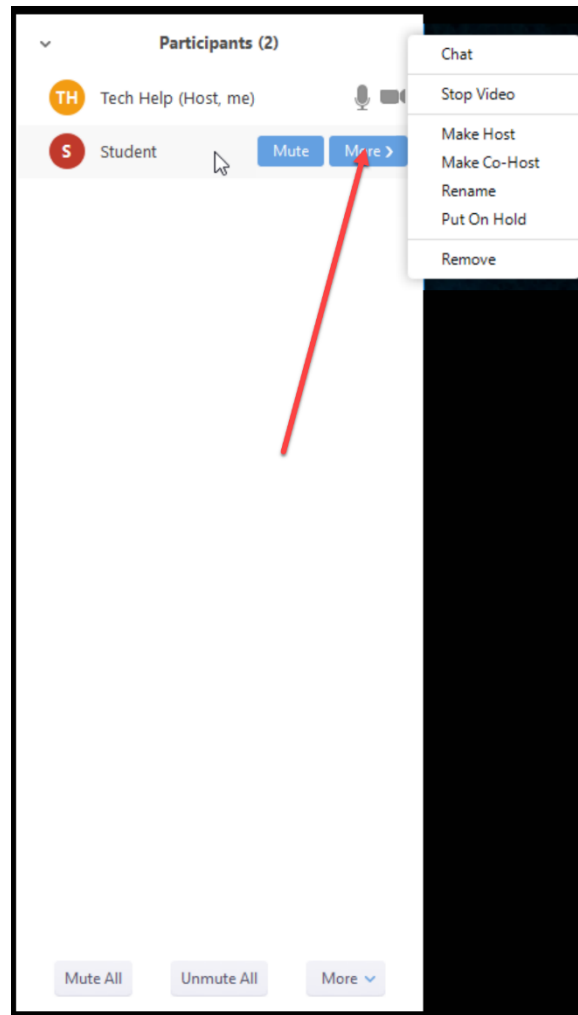
1. Towards the middle of the menu you will see a **Manage Participants** button. This will open up the **Participants Tab** at the side of the screen.



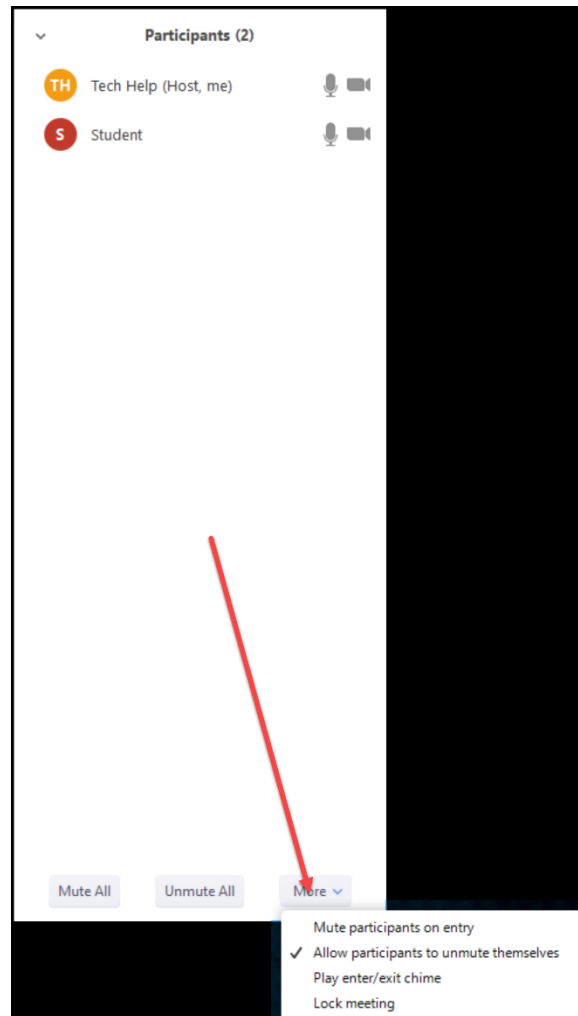
2. From here you can see the status of the microphone and camera of each participant.



3. When you move your mouse over a specific participant two blue buttons will appear, **Mute** and **More>**. You can mute the specific participant by clicking the blue **Mute** button. If you click on **More>** it will give you a menu by which you can chat privately with the participant, stop their video, make them a Host or Co-Host, rename them, put them on hold, or even remove them if necessary.



4. At the bottom of the **Participants Tab** you will find buttons that will allow you to **Mute All** and **Unmute All** of the participants at once. If you click on **More**, you will get a drop down menu that will allow you to set it to mute participants on entry, choose whether to allow participants to be able to unmute themselves, toggle whether to play a sound when someone enters or leaves the meeting, or even lock the meeting.



Need further assistance? Contact the Help Desk at 817-921-8555 or campustechnology@swbts.edu