

## Basic Security Functions: - using a laptop

### Participant Security Controls

The security options for individual participants can be accessed in 2 ways – from the individuals name on the participants list or from the individuals picture on the grid view.

#### From Participants List

Place your cursor on the participant's name

Click the "More" button that appears

A pop-up with control options will appear

Select the necessary option

#### From Profile Picture

Place cursor on participants photo

Either – Right click mouse button OR click on three dots in upper right corner

A pop-up with control options will appear

Select the necessary option

### Security Options Available

1. Chat (if enabled)
2. Ask to Start Video (if participants Video is off)
3. Stop Video
4. Make Host (only if you are the current host)
5. Make Co-Host (only if you are the current host)
6. Rename
7. Put in Waiting Room
8. Remove
9. Report

### Meeting Security Controls

These are settings that apply to all participants in a meeting. There are 2 sets of them. One is accessed by clicking the Security badge on the bottom toolbar. The other is the three dots at the bottom right of the Participants panel. Both sets can be changed while a meeting is in session.

**Security Badge Options:** A check mark next to the option means it is turned on

1. Lock Meeting (Keeps any more participants from joining.)
2. Enable Waiting Room (this function is disabled)

#### **Allow Participants to:**

3. Share Screen
4. Chat

5. Rename Themselves (unclick when bombers are changing names)
6. Unmute Themselves (should ALWAYS be unclicke d during a regular meeting – Host choice during fellowship)
  
7. Remove Participant
8. Report...

### **Three Dots on right of participants panel Options**

Most of these are duplicates of the Security Badge options; it is just a different way to access them. Changing one also changes the other. **There are two important extra options.**

1. Ask All to Unmute: (This sends a pop up to all participants that the host would like to them to unmute.– as in to do the closing prayer. This is a one-time click – it does NOT stay activated. To continue to allow participants to unmute as they like the Allow Participants to Unmute option must be checked. )
2. Mute Participants upon Entry (This mutes participants as they join, this should always be checked. It overrides the Allow Participants to Unmute Themselves option, and participants will join with open mics.)

### **Mute/Ask to Unmute/ Lower Hand**

These options will appear when the cursor is placed either on Participant Name in the participants panel or Video Box in grid view

### **Chat Options**

To access these, click the Chat icon on the lower tool bar. The Chat panel will appear to the right – below the participants’ panel. A three dot icon will be in the lower right corner. The options are self-explanatory. They determine who the participants can chat with. These can be changed at any time. Note – regardless of the setting selected, Host and Cohosts can ALWAYS send chats to each other and participants.

Participants can chat with

- 1.No One (Participants can only receive chats from host and cohosts – cannot reply)
- 2.Host Only (Participants can send and receive chats from host and cohosts)
- 3.Everyone Publicly (participants can send/receive chats to the group as whole, but not to individuals.)
- 4.Everyone Publicly and Privately (participants can send individual chats to any one participant or the group as whole)