

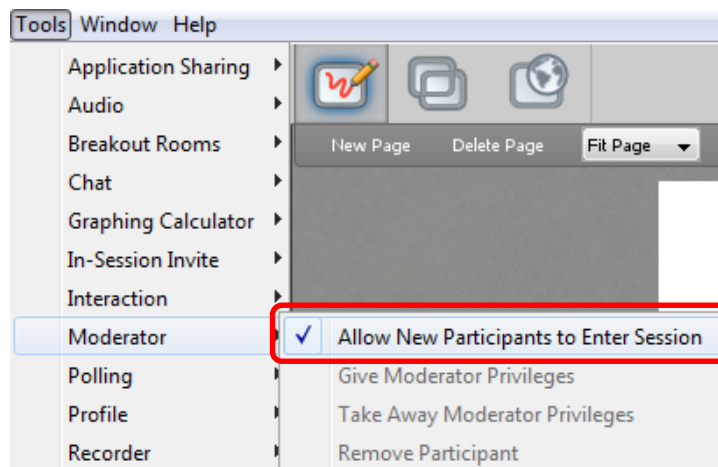
PRIVACY OPTIONS

Telephone Conference Line: Prevent others from calling in by pressing *94 on your telephone. New callers will hear an announcement that the conference has been locked; press *94 again to allow entry.

Room: Prevent others from connecting to the virtual room by changing Moderator options. Participants receive a message advising the conference has been locked:

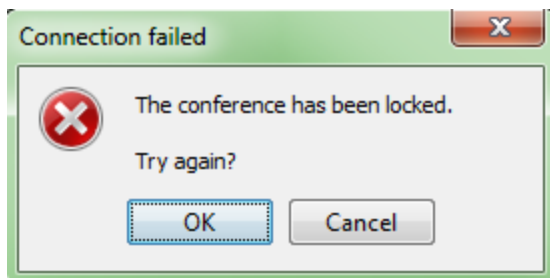
To lock the session, do the following:

1. From the *Tools* menu, select *Moderator*.
2. De-select *Allow New Participants to Enter Session*.



To unlock the session, re-select *Allow New Participants to Enter Session*.

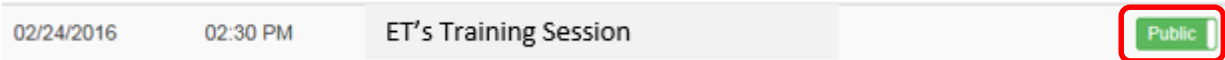
Please Note - Once you have locked the session, any new Participants that try to join the session will receive the "Connection Failed: Conference is Locked" dialog.



Also Note: If you locked the session and then removed a Participant from the session, the banished Participant will not be able to join the session with the same username and password until the session is unlocked.

Recordings: After a recording has posted to the CCC Confer website, you can remove the posting within minutes. The archive can still be accessed from your **MyConfer** profile, and you can capture the url link to share with others at your discretion.

1. Log into your **MyConfer** account
2. Click on **My Meetings** tab
3. Click on **MyRecordings** tab
4. Locate the recording that you want to remove from our website and click the Public button to the right of the title field. The button then becomes "Private"



5. Click **SAVE** button.
6. If you want to post back to our website, repeat 1-5 above changing "Private" to "Public".