

REMOVE A PARTICIPANT

Remove a Participant from the Room

When you archive a meeting, it is important that all Participants have exited the room when the meeting has ended. We recommend the Moderator stay connected until everyone has logged off; you can remove anyone who remains. A recording will not complete until the room is empty, which can delay posting of the archive.

1. Click on the Participant's name to highlight.
2. Right click your mouse and select "Remove Participant".

