



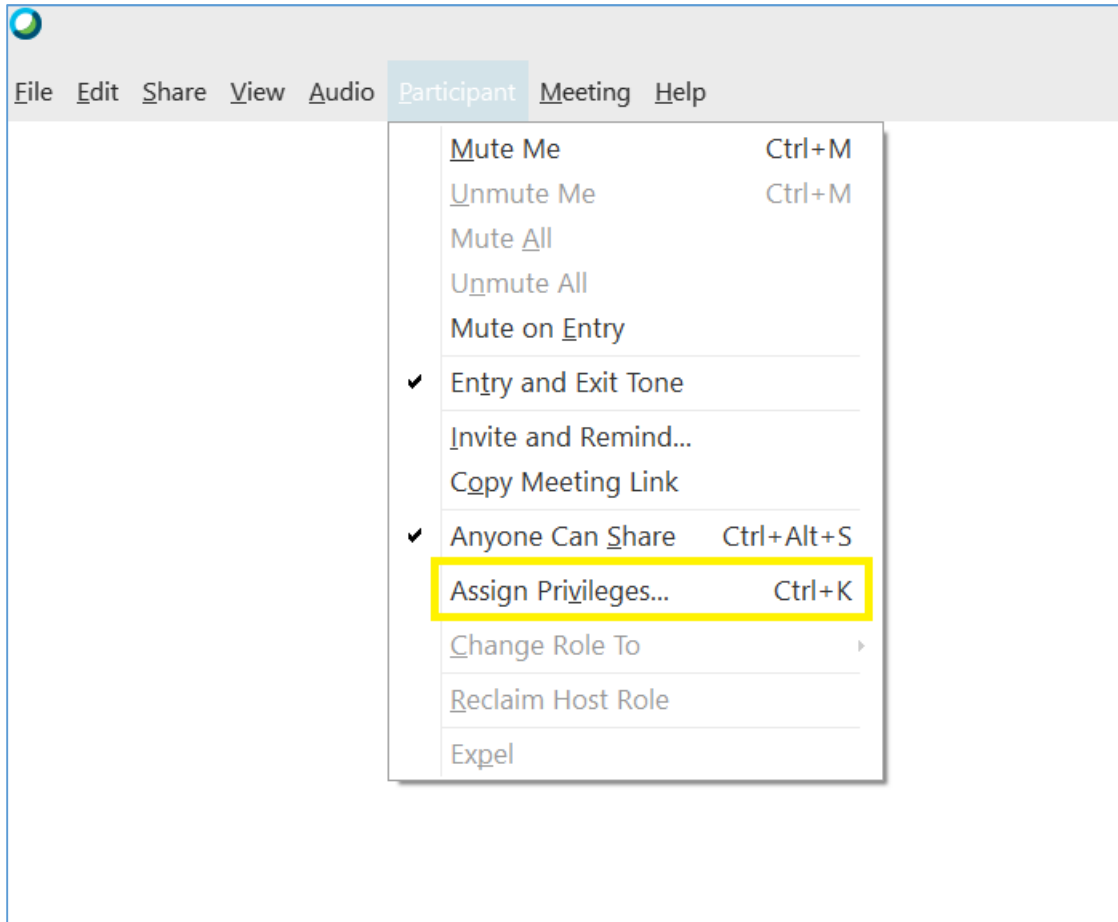
TOWN OF BROOKLINE Massachusetts

Information Technologies Department

www.brooklinema.gov

How to Control Participants During a meeting?

Step 1: Click Participants on the Menu bar, Click Anyone can share to toggle on and off if anyone can share.



Step 2: Click Assign Privileges to start the popup menu below. You can control how you communicate.



Participants privileges ×

[Communicate](#) [Participants](#)

All Participants

Participant can chat:

Privately with

- Host
- Presenter
- Other participants

Publicly with

- Everyone

Allow to:

- Contact Operator Privately

[Check all](#) | [Uncheck all](#) | [Reset to default](#)

[OK](#) [Apply](#) [Cancel](#)

Step 3: Click the participant tab to control what participants can access.



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Participants privileges ✕

Communicate Participants

All Participants

Select the privileges that you want to assign to all participants:

| Document | View | Meeting |
|--|--|--|
| <input checked="" type="checkbox"/> Print | <input checked="" type="checkbox"/> Participant list | <input type="checkbox"/> Share documents |
| <input checked="" type="checkbox"/> Save | <input type="checkbox"/> Any document | <input checked="" type="checkbox"/> Control shared applications, web browser, or computer remotely |
| <input checked="" type="checkbox"/> Annotate | <input checked="" type="checkbox"/> Thumbnails | <input type="checkbox"/> Record a meeting |
| | <input type="checkbox"/> Any page | |

[Check all](#) | [Uncheck all](#) | [Reset to default](#)

[OK](#) [Apply](#) [Cancel](#)