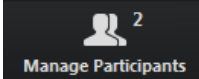

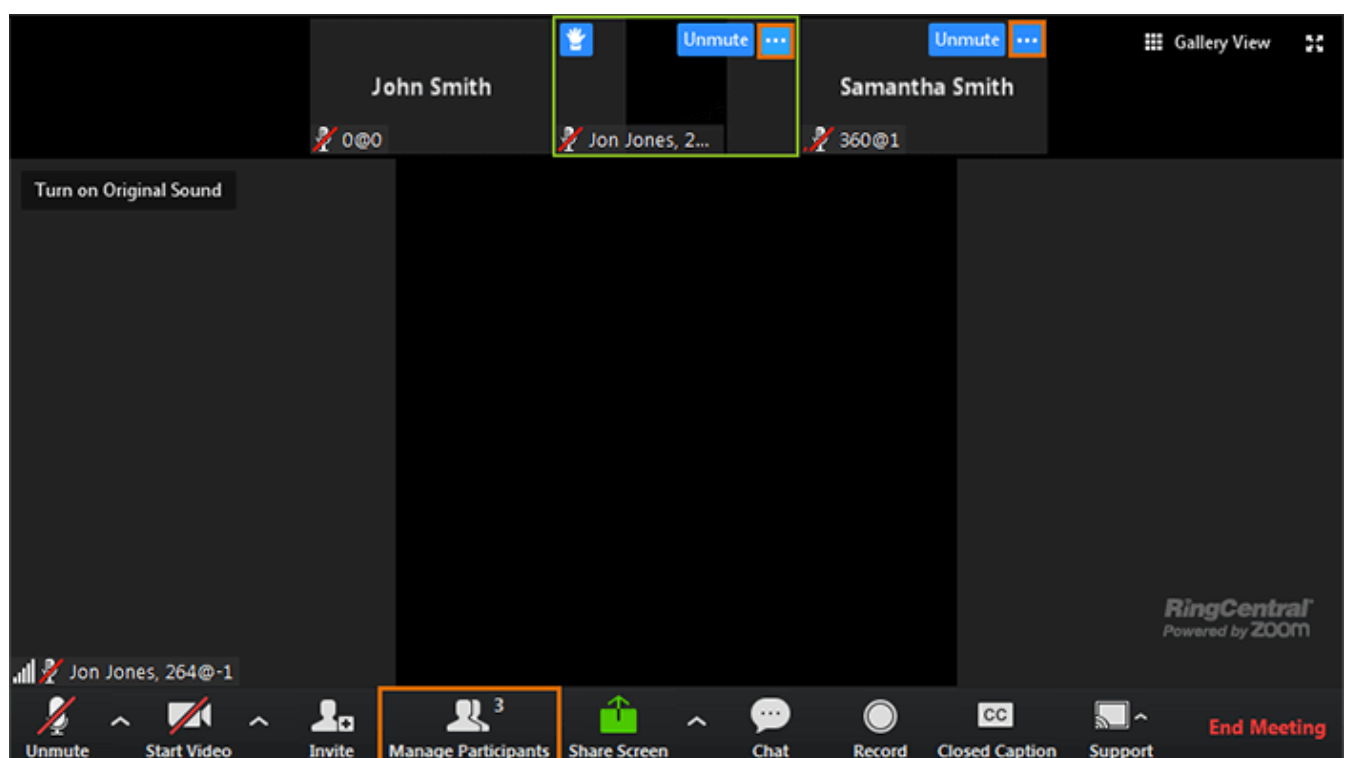
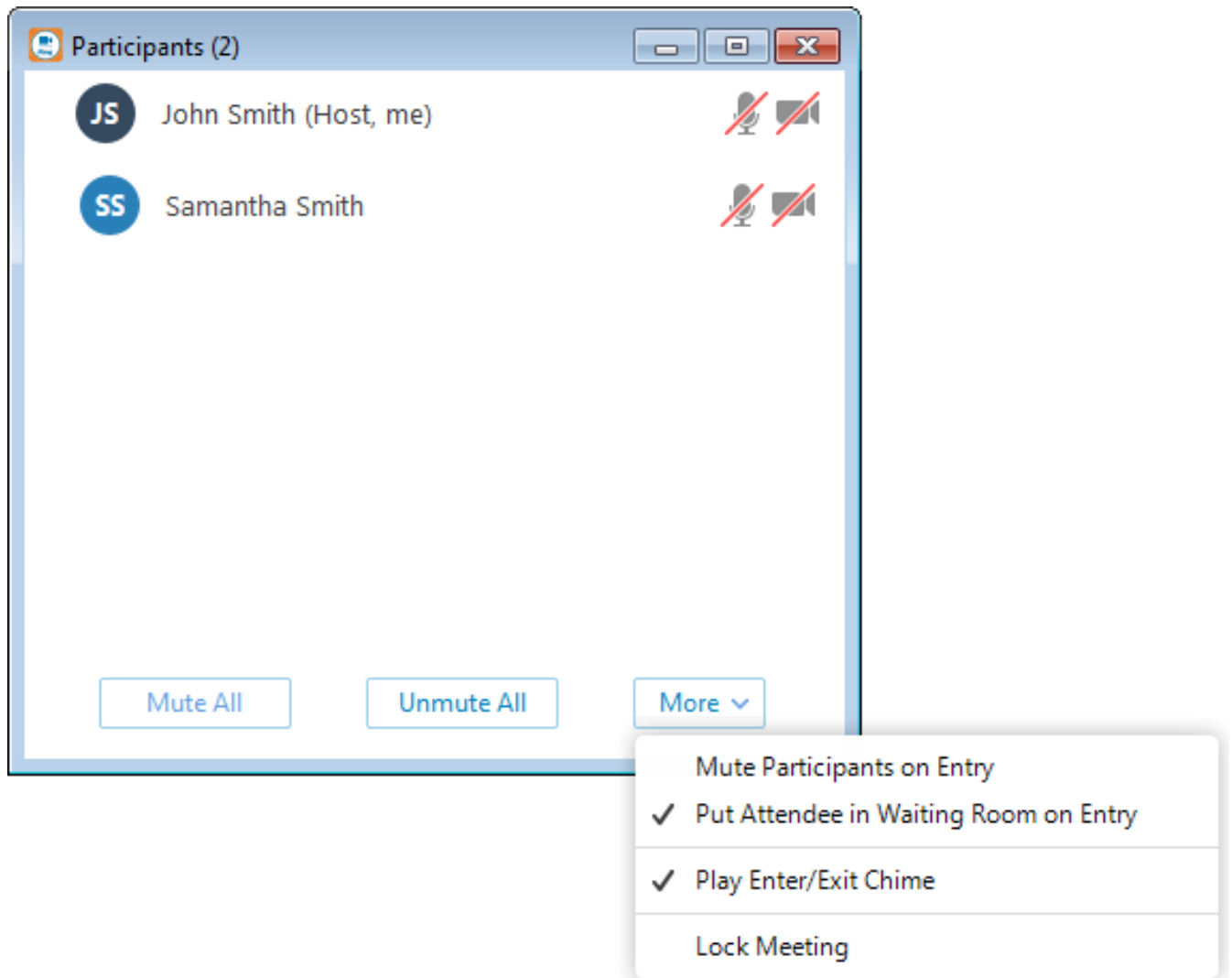


# Managing Participants in a RingCentral Meeting

Hosts can click  on the in-meeting dashboard to manage Participants. If any Participant is on video, Hosts can hover on the Participant thumbnail then click  to see the options.



NOTE: The image below shows how options look like when Hosts manage Participants by clicking Manage Participants on the in-meeting dashboard.



- Mute All- Allows the Host to mute all of the Participants' microphone.
- Unmute All - Allows the Host to unmute all of the Participants' microphone.
- More:

- **Mute Participants on Entry** - Automatically sets all Participants' microphone on mute when joining the conference.

- **Put Attendee in Waiting Room on Entry** - If enabled, Participants cannot join a meeting until the Hosts admits them individually from the Waiting Room.

**Manage Participants** icon will illuminate when a new Participant joins the meeting, and then Hosts can click *Admit* to let in the new Participant immediately or click *See waiting room* to open Manage Participants window.

Hover on the Participant's name to *Admit* or *Remove*.

**NOTE:** This feature is OFF by default. If you want to use the feature, make sure this feature is ON in your online account before a meeting. In your online account, click **Settings > Meetings** > click **Edit** on the **In Meeting (Advanced)** section and enable **Waiting room**. If Waiting Room is enabled, **Enable join before host** option is automatically disabled.

Online URL: <https://support.quikbox.com/article.php?id=41>