

## Lock A Conference Room

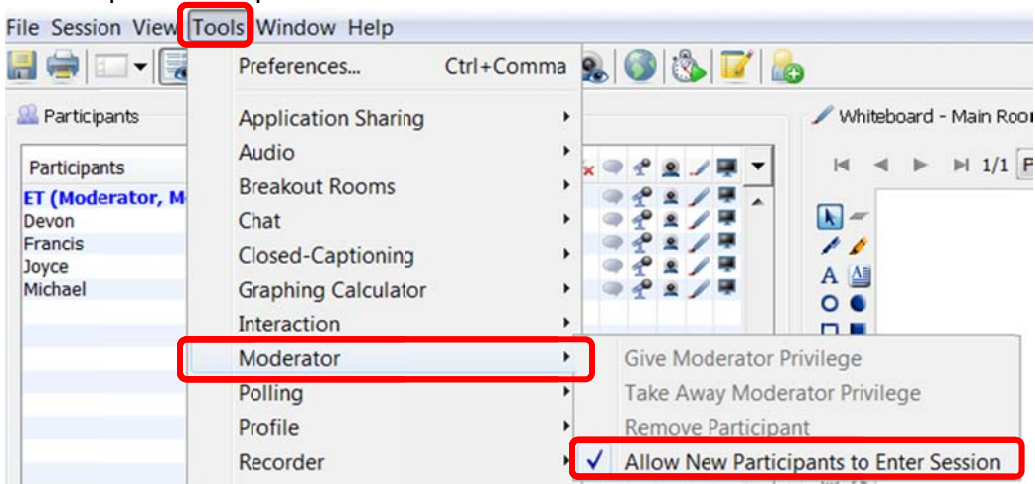
Meeting passcodes are provided to the Moderator to share with invited Participants.

A Moderator can make a meeting “private” by locking others from entering the room and/or the telephone call. This step may be appropriate for Tutoring sessions, Office Hours, or confidential meetings where the moderator wants to restrict participants entering the room at a given time.

**Lock the Telephone Call:** Press \*94 , and then \*94 again to open the line to new callers.

**Lock the Meeting Room:** Participants log in from the CCC Confer website using the password provided by the Moderator. To restrict additional invited participants from entering the room a Moderator can lock and un-lock the room:

- Click **Tools** on the menu bar.
- Click **Moderator**.
- A check mark allows new participants to enter the meeting.
- Click to remove the check mark and restrict other Participants from entering the meeting. This step can be repeated as often as needed.



- Notification appears on the Participant screen if they attempt to log into a locked conference.

