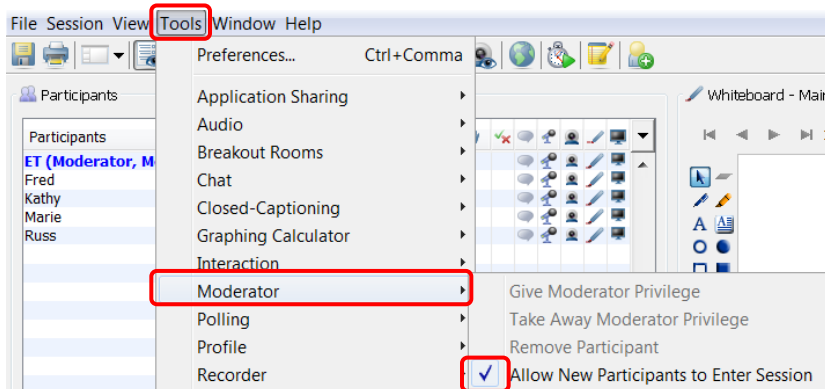


Privacy Options

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.

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

1. From the text menu bar click **Tools**
2. Select **Moderator**
3. Un-check “Allow New Participants to Enter Session”.
4. Repeat the steps to allow entry, and click to check the “Allow New Participants to Enter Session” field.



Archives: After an archive 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 urn link to share with others at your discretion.

1. **MyConfer**
2. My Meetings
3. Archives tab
4. Click in the “Private” column to remove the website posting.
5. Repeat the steps to post to the website, but un-check the “Private” column.

Name	Type	Group/Org	Private
Telephone and Archiving	Meet & Confer	CCC Confer >Archive	<input checked="" type="checkbox"/>

6. Click **Save** button.