

Overview of Moderator Controls

The screenshot shows the BlueJeans interface with a participant list on the right and a 'Moderator Controls' panel on the left. The participant list includes 'Jean Blue' (moderator) and 'John Smith' (muted). The 'Moderator Controls' panel shows options to change layout, enable silent participant entry mode, mute participants on entry, and lock the meeting. A 'Participants' sidebar on the right includes buttons for Leave, Chat, Participants, Share Screen, Settings, Switch to Phone, Audio ON, Video ON, Rec OFF, and Full Screen.

See who is talking

Blue line indicates Moderator

Red strikethrough indicates moderator mute

Pin a participant so they are always shown on screen

Drop participant from a meeting

Expand the Moderator Controls

Moderator can change and apply a specific layout for all participants

- Silent participant entry mode disables tones and banners when participants join and exit meeting
- Mute participants on entry automatically mutes each new participant
- Lock meeting prevents anyone new from entering meeting

Quickly mute or unmute everyone **except** the Moderator

Invite participants to a meeting

Resources



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