

Participants list

 This article is designated for all users.

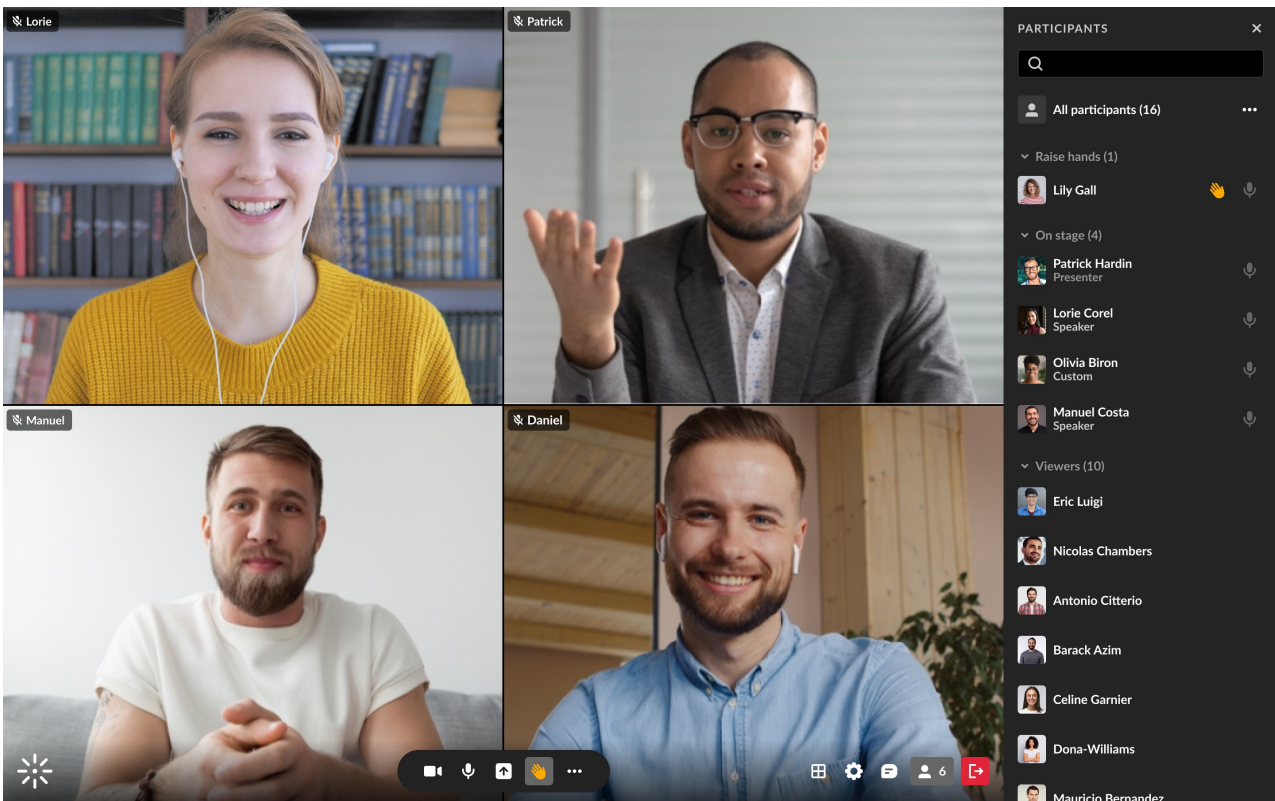
The Participants list is where you can see all the users in the room and as a host/moderator, you can also manage user capabilities.

Participants list - for all users

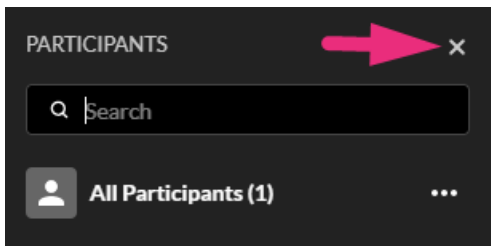
You can open the Participants list by clicking the  icon on the bottom toolbar.



The Participants list will display on the right side.



You can close the Participants list by clicking the **X**:



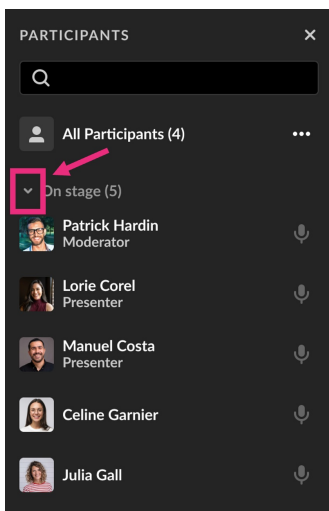
Sections

On the Participants list, users are listed under the following section(s):

1. Raised hands
2. On stage
3. Viewers

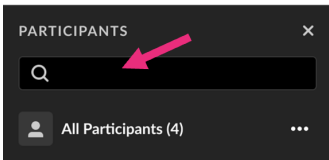
Each section indicates the number of users in that section, as well as the names of the users, with a label for moderator, host, or custom permissions. Icons for raised hand and microphone are displayed when relevant, to the right of each name.

You can click on the **v** to the left of each section name to collapse the section, and then the **>** to expand it. When there are many users listed in a section, you will also see the clickable options to **See more** and then **See less**.



Search

Wondering if someone is in your room? Or who is on stage? The search bar is a handy tool to navigate the Participants list. You can start typing in the search bar, and the list will display results for the text you've entered as well as in which section the user(s) appear.

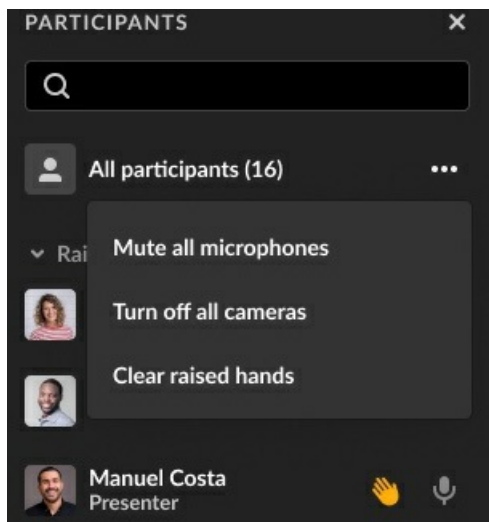


Managing participants - for host / moderator

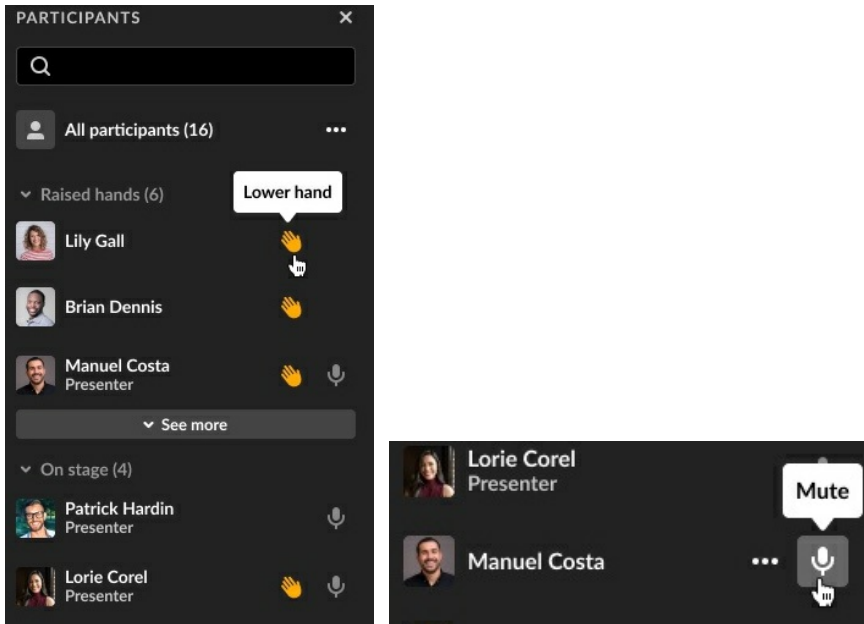
Not only does the Participants list let you know who has joined your session, but it also enables you to effectively manage your participants, both as a unit and individually.

At the top of the list, you'll see **All participants** with the number, and a **3 dots menu**. Clicking the 3 dots menu will offer the following options:

- Mute all microphones (except yours)
- Turn off all cameras (except yours)
- Clear raised hands



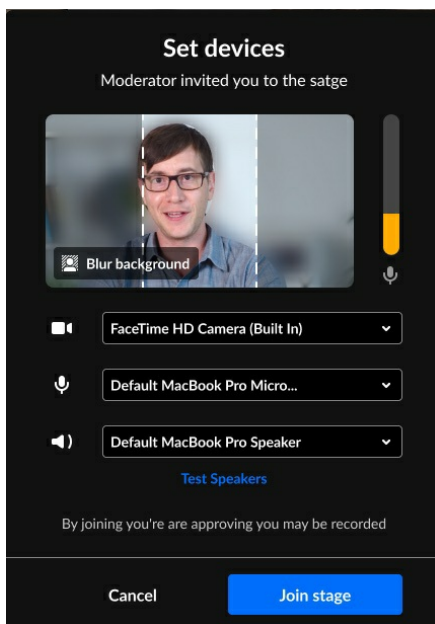
You can manage users individually by navigating to a name in the list, and hovering to click a **raised hand** icon to lower it, or clicking a **microphone** icon to mute or unmute a user (when the user is on stage).



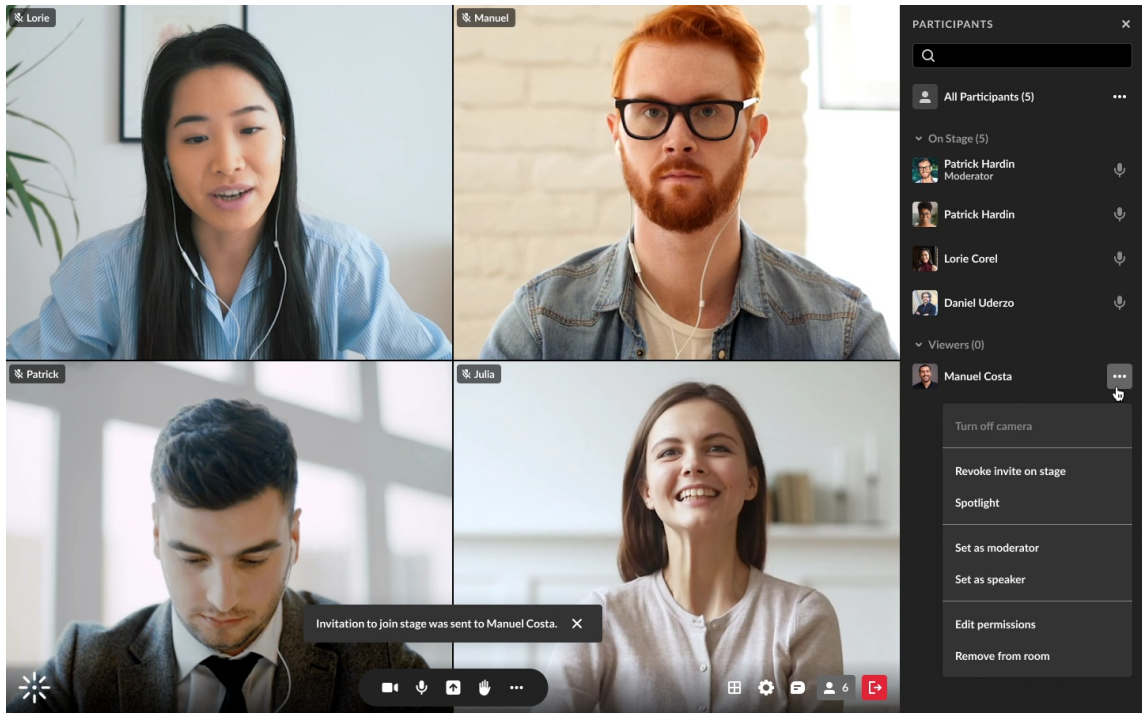
There is also 3 dots menu next to each name which offers more actions:

- **Invite to stage/Remove from stage**

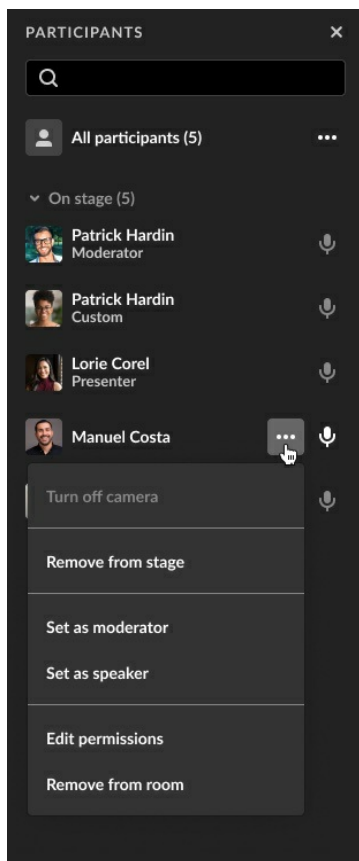
- **Invite to stage** send the user a *Set devices* popup window where they can **Decline invitation** or **Join stage**.



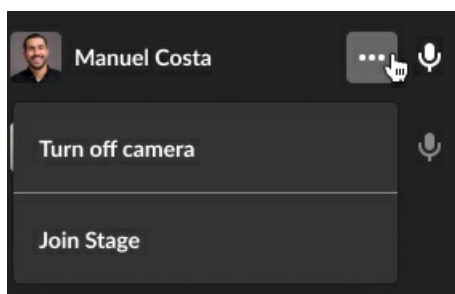
- Until the participant responds to an invitation, you'll have the option to **Revoke invite on stage** (even if another moderator initiated the invitation).



- **Spotlight**
- **Set as moderator**
- **Set as speaker**
- **Edit permissions** (see [Users' Permissions](#))
- **Remove from room**



- When clicking the **3 dots menu** next to your own name, you'll have the options to **Turn off camera** if on stage, and **Join stage/Remove from stage**.



Video Tutorial

[template("cat-subscribe")]