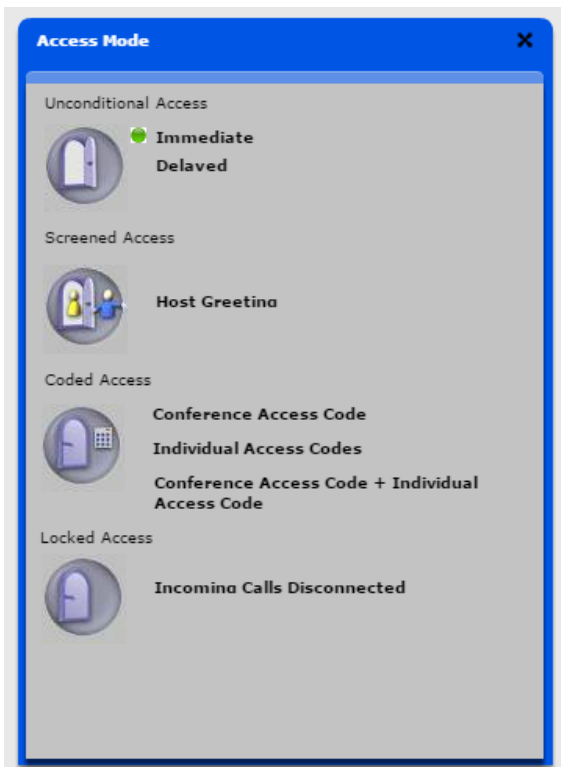# Click&Meet
Manage Participant Access

Manage Participant Access

Know who is in your audio room and manage who can attend a conference
Access can be changed at any time during the conference

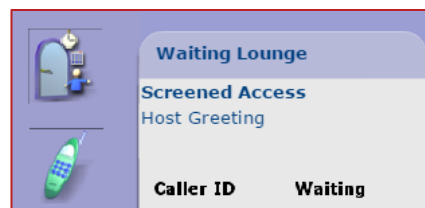**Select Access Mode** Button: Manage who is joining your audio call

Unconditional Access – Participants are automatically connected to the conference room
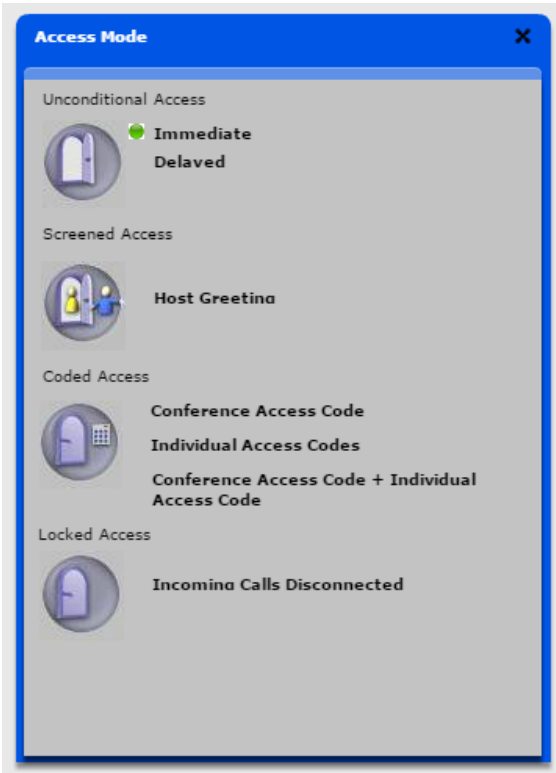
- o **Immediate** – Immediate Access
- o **Delayed** – Delays entry for each participant

Screened Access

- o **Host Greeting** – Participants calling in will be placed on hold in the waiting lounge until you move them into the Host Corner or Main Meeting Room
  - ▪ **Host Corner** – The host corner can be used for private conversations with participants or to screen incoming participants by clicking and dragging the pod into the Host Corner. From here you can click and drag them into the main meeting room or to the Exit.
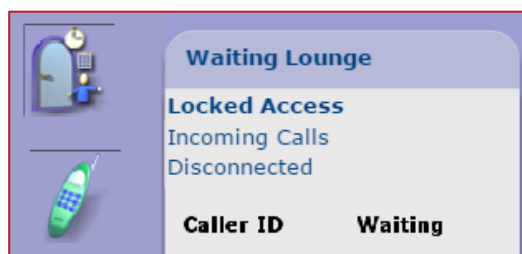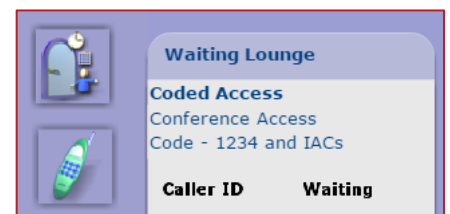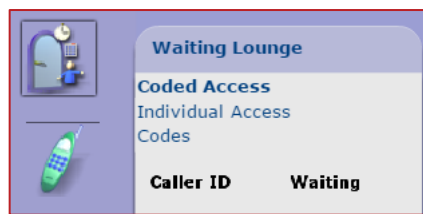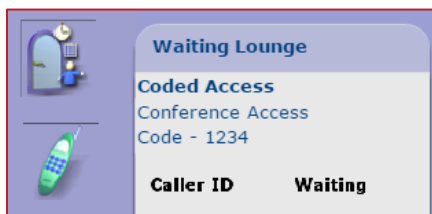
Manage Participant Access, continued

Coded Access (3 Types) - Coded access requires participants to enter a code, in order to join the Conference

- **Conference Access Code** – Same code for every participant in the call
- ***Individual Access Codes –** Set up individually in Online Account Management and are different for every participant
- **Conference Access Code + Individual Access Codes** – Both codes group and individual are needed to access the conference

Locked Access

- **Incoming Calls Disconnected –** This mode offers maximum security for the Conference by denying access to any person(s) attempting to join the conference by dialing in. The only way to include a participant is for the Host to dial out.
- This can also be engaged once everyone has joined the conference, essentially locking the door

*Individual Access Codes: When participants are added into your OAM Online Account Management as participants you can assign them an Individual Access Code or the system will auto generate one if the field is left blank.