# Managing Participants/Room Security

Managing Participants and Room Security can both be used to secure your room during a call you can manage participants in the room as well as who has access to the room during your meeting. You will typically edit the security of your room at creation, however there are ways to modify it within the room as well.

Manage Access and Entry

- Under the **Meeting** drop down menu, you can select **Manage Access and Entry**

Here you are able to:

- **Block Guest Access** – This will disable the "Enter as a Guest" field from the meeting room URL, so that all incoming participants MUST log in with a registered username and password
- **Block Incoming Attendees** – This completely locks the room, and will not allow anyone new to enter.
- **Enable HTML Client for Participants** – This will allow participants to enter the room in their browser using HTML instead of Classic View (IE-The Desktop Application
- **Place Participants on Hold** – This places your participants into a holding space, they will receive the notification that they are on hold, and they will be allowed to enter once you remove the hold.
- **Auto-Promote Participants to Presenters** – all guests and registered users who enter the room will immediately have presenter access.
- **Invite Participants –** You are also able to send invites from this menu, it is a quick link that will launch your outlook with a default invite template already loaded.
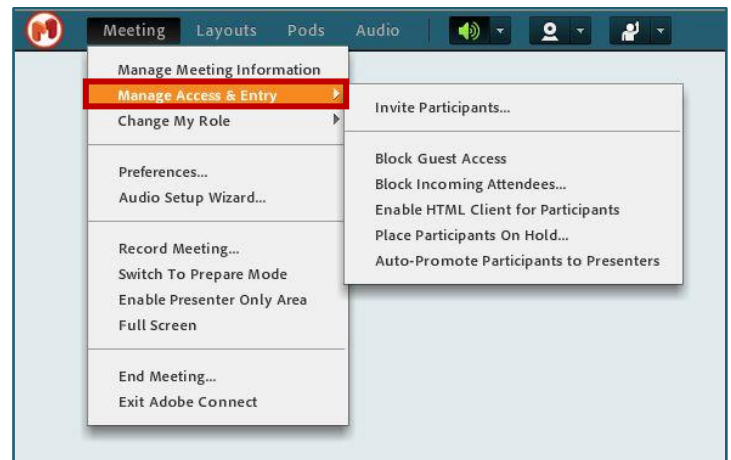
To remove an unwanted participant:

- Navigate to the **Attendee Pod**: select their name, open the pod options menu with the icon in the top-right corner of the pod. With the participants name highlighted, select the **Remove Participant** option from this drop down menu to immediately kick them from the room.