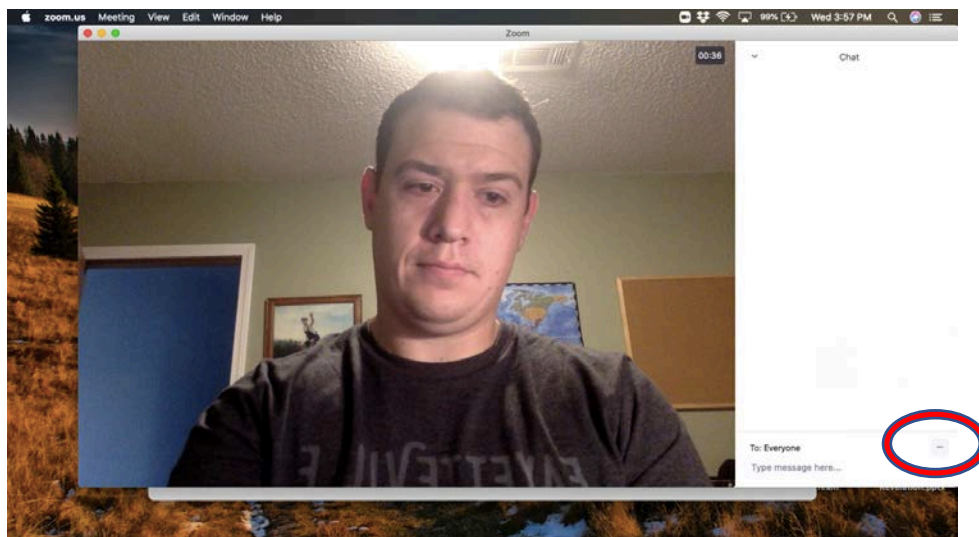


To Turn Off Chat:

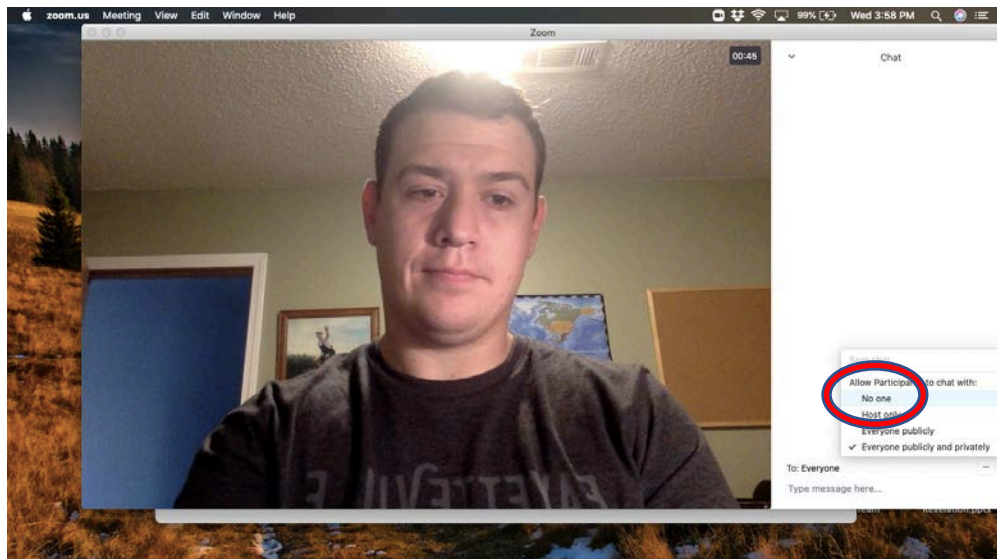
1. Click "Chat" icon



2. Click on "..."

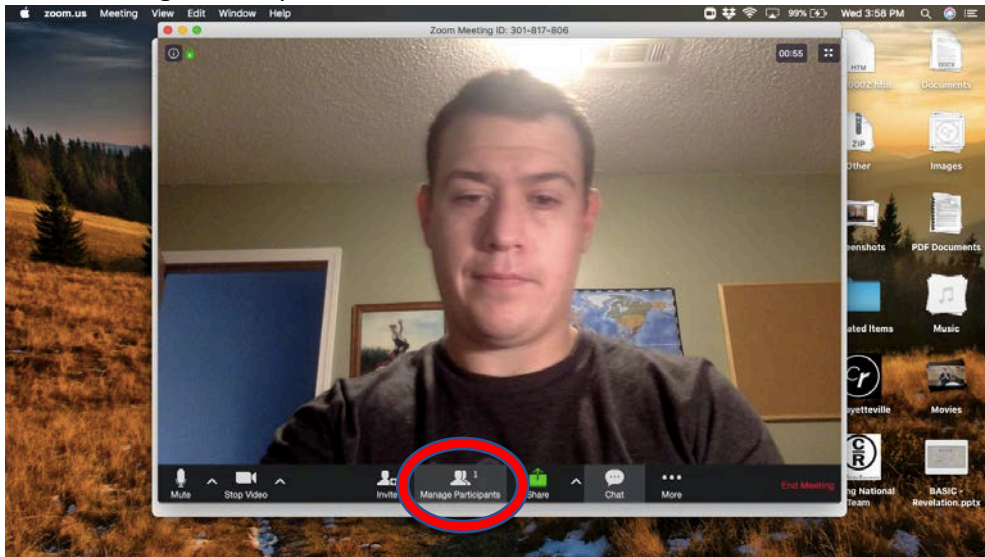


3. Select "No One"

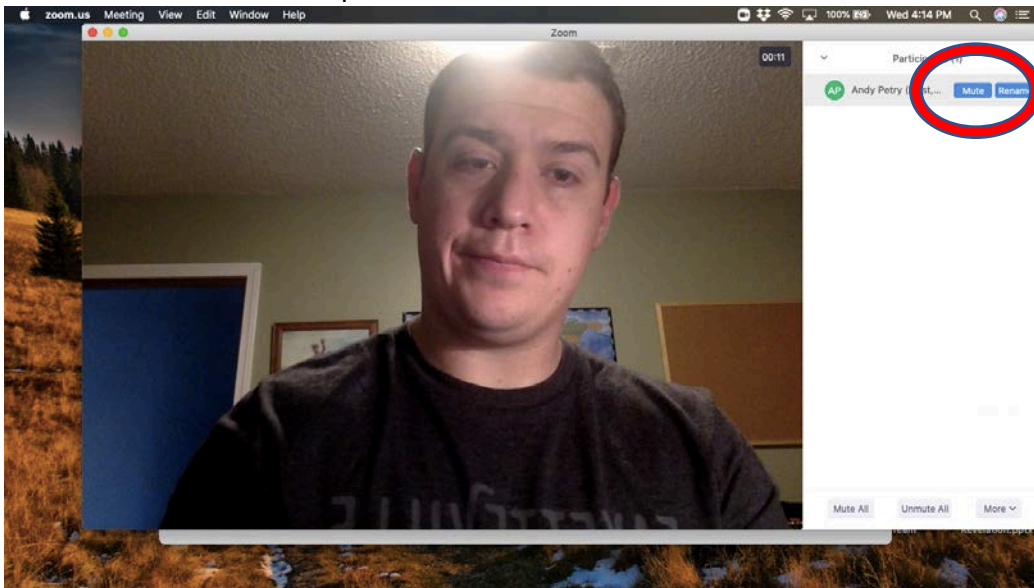


To Mute Participants:

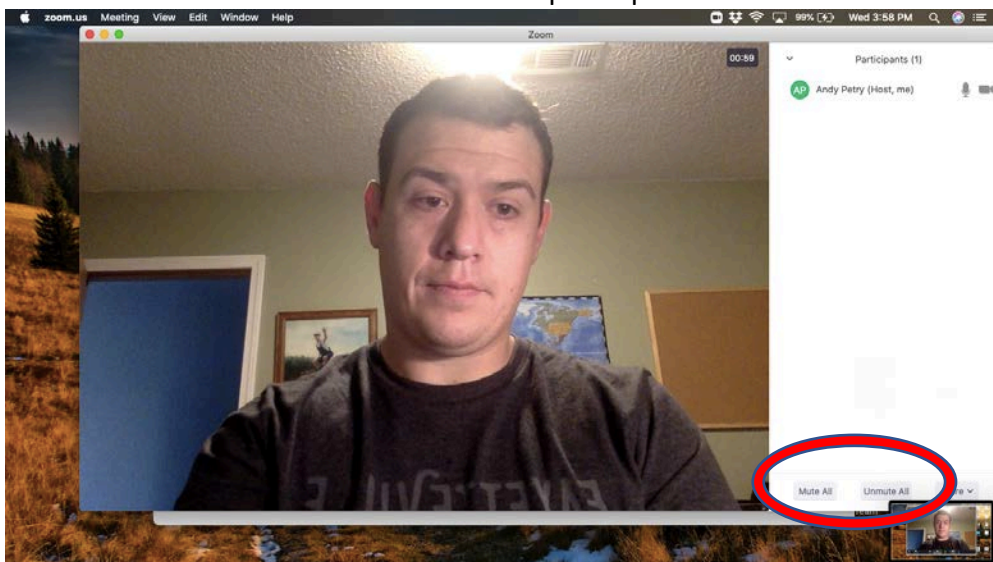
1. Click “Manage Participants” icon



2. Move mouse over person’s name and select “Mute” or “Unmute”

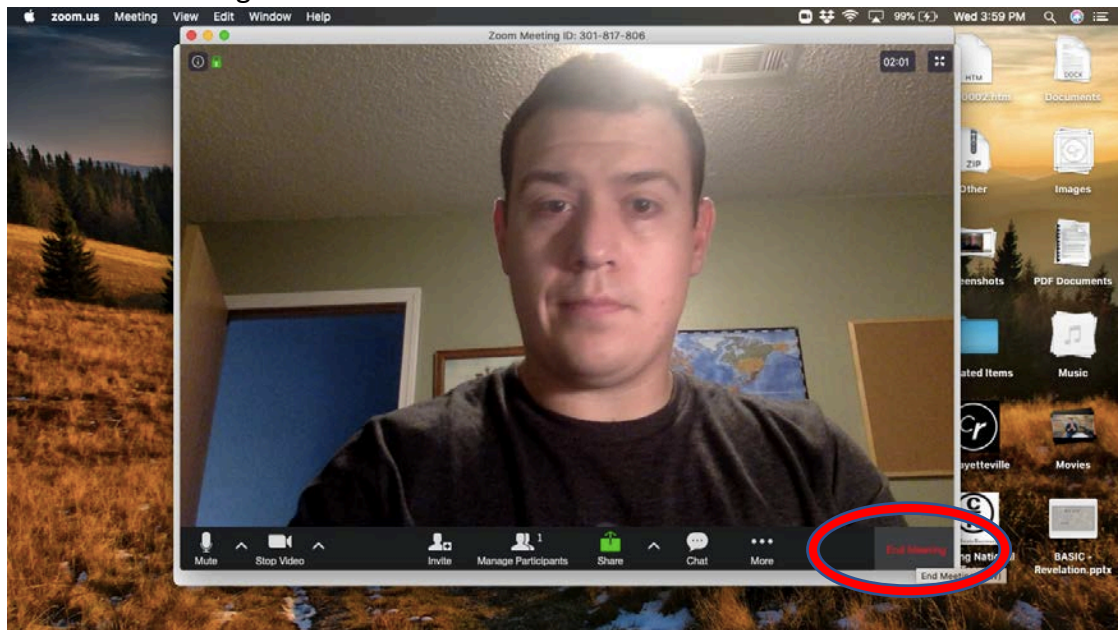


3. You can also select “Mute All” to mute all participants



To End Meeting

1. Click "End Meeting"



2. Click "End Meeting for All"

