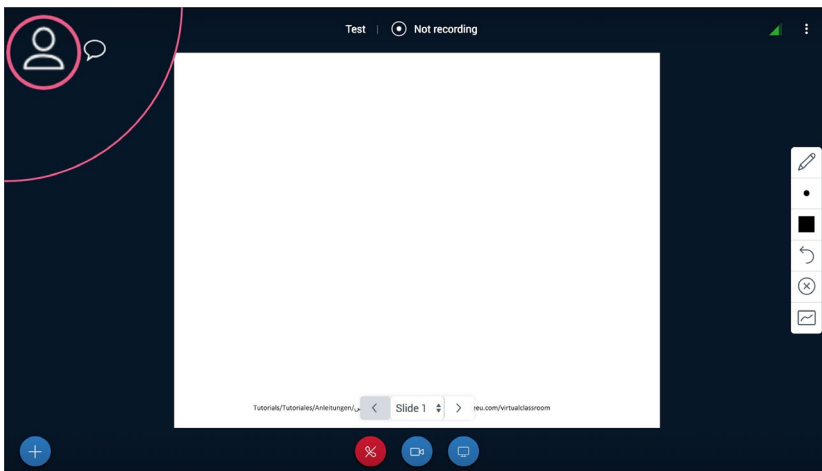# Moderating in bongo: controlling participants' webcams and microphones.
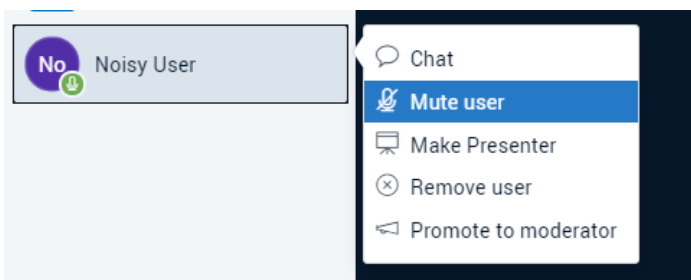
**Muting users**

You can mute an individual user at any time by doing the following:

1. Open the user list by clicking on this button on the top-left hand corner of your screen.



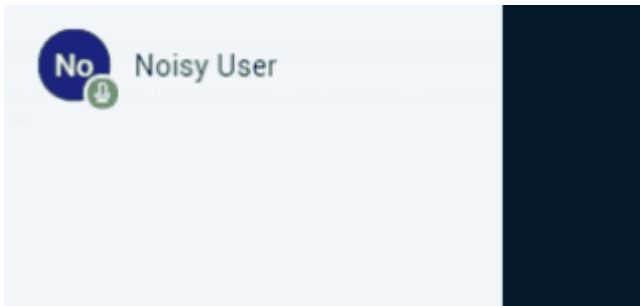2. Identify the user you would like to mute, click on their name and select 'mute user'.



**How can you identify a user to mute?**

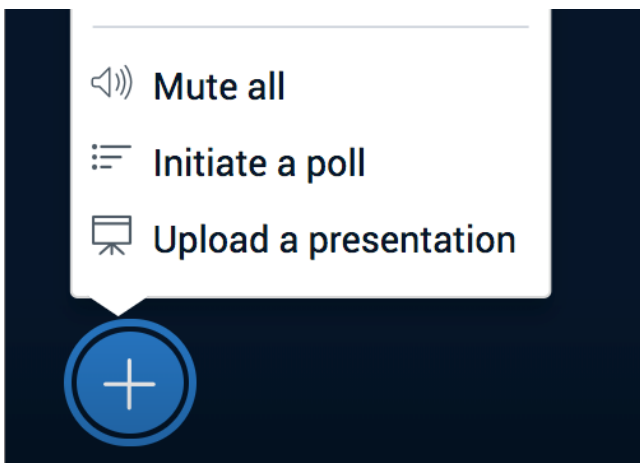A red or green microphone symbol next to a user's avatar will indicate whether or not their mic is enabled and muted/unmuted.

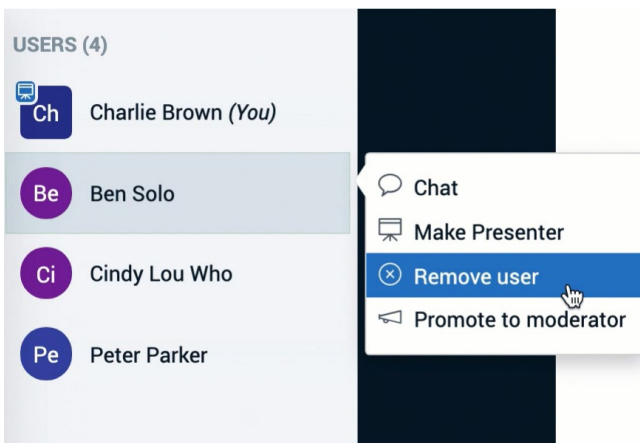| | |
|---|---|
| Microphone enabled/unmuted |  |
| Microphone muted |  |

If a user is speaking - or their microphone is detecting noise- you will see a 'pulsating' animation surrounding their avatar.



**Note - in an emergency, you can temporarily mute all users from the action menu (the large blue icon with a plus symbol at the bottom left corner of the screen). Just open the action menu and select 'mute all'.**
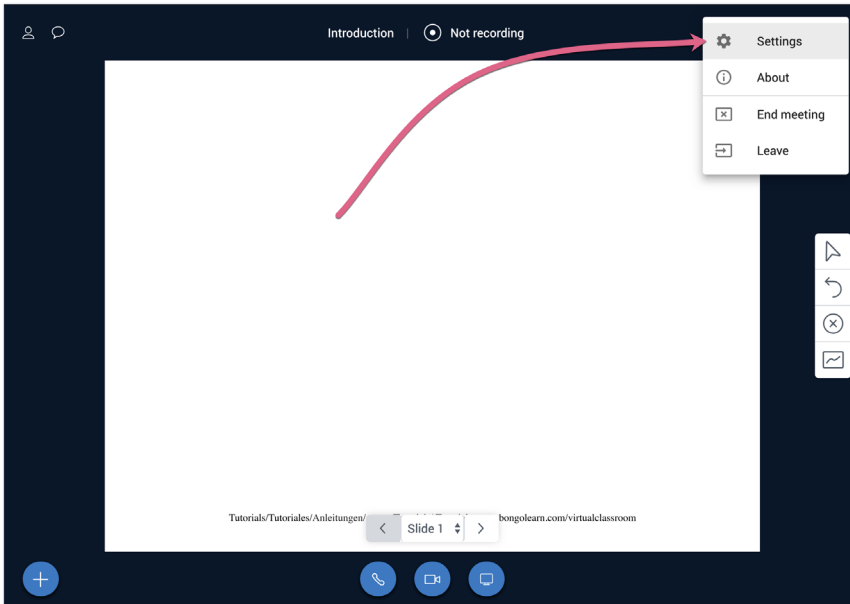


<span style="color:red">**To remove a user completely from your webinar, click on their name in the userlist and select 'remove user'.**</span>



**Disabling microphones or webcams for all users**

Meeting moderators can disable webcams or microphones for all users - other than the moderator/presenter - for the whole of a webinar or a portion of it, by doing the following:

Within your webinar, access virtual classroom settings by clicking on the vertical ellipses in the upper right corner of the screen and selecting 'settings'.



In the settings menu, select the 'participants' tab. From here you can 'lock out' cameras or microphones for all users (this can be toggled on and off at different points within your meeting).