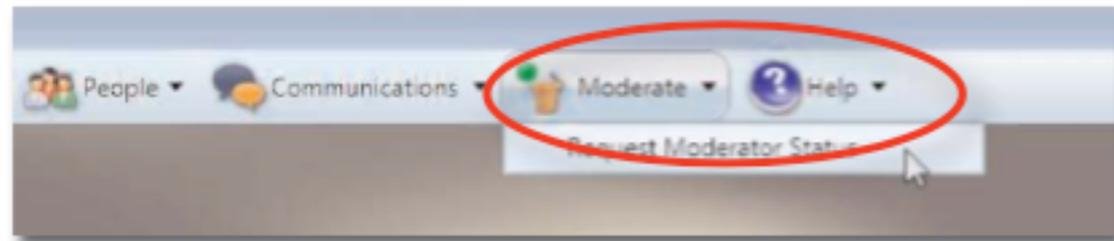


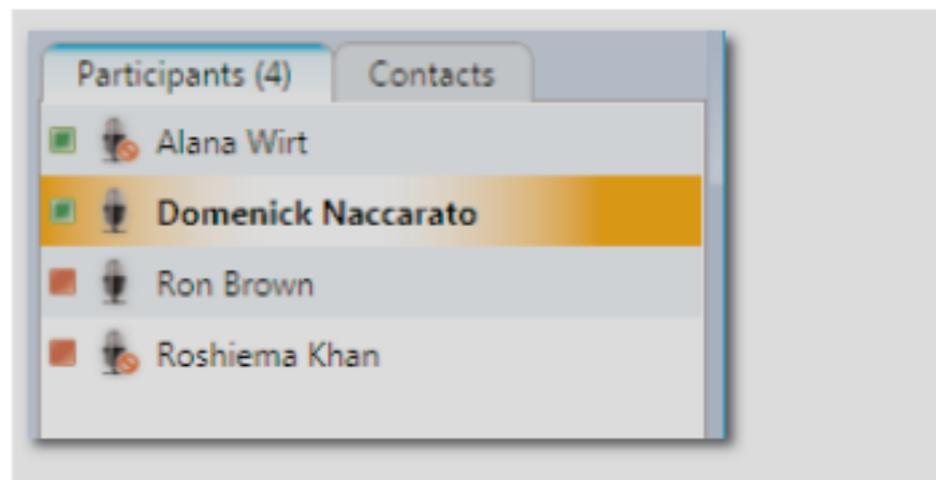
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Moderator Status

Click on the 'Moderate' button from the top menu bar and select '**Request Moderator Status**'.



Participants are made aware of who the Moderators are in the environment via the [Moderator] label that appears along with their name above their avatar, their name also becomes highlighted in the Participants List:



Your moderator status is brought with you as you teleport from one location to another. This allows you to access all the moderator features that may be necessary during events or sessions that take place in multiple locations.

Muting Everyone:

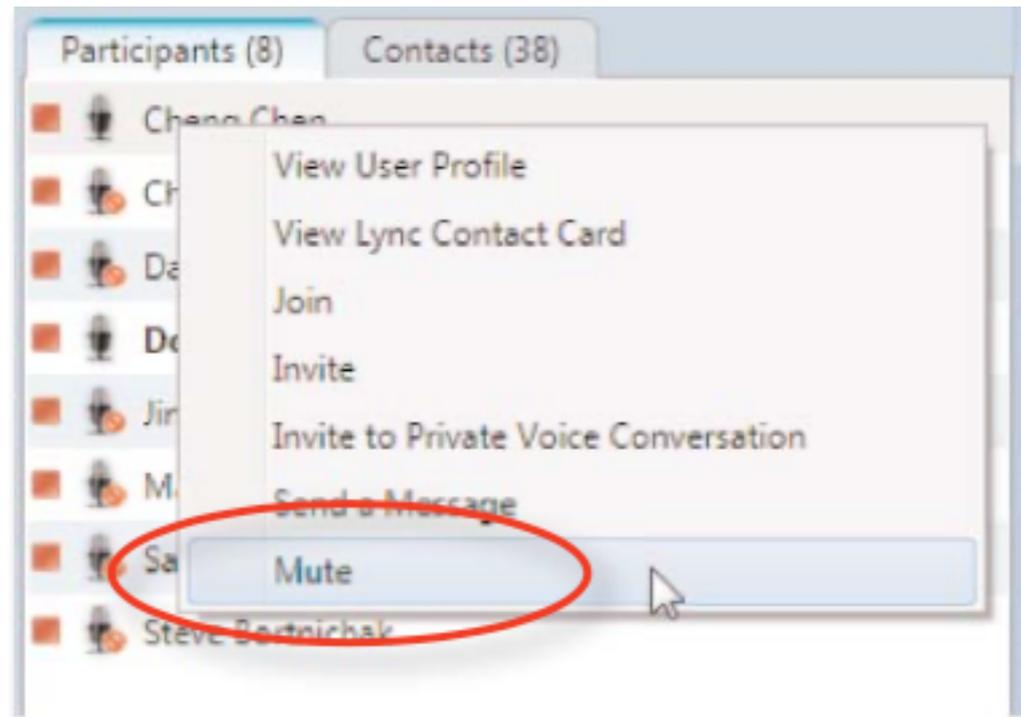
To disable everyone's microphones except other moderators, select the '**Mute Everyone**' option from the 'Moderator' menu button. To re-enable voice audio, click the 'Unmute Everyone' option from the 'Moderator' Menu button.



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Muting Individuals

To mute and unmute individuals, right click on either an avatar or their name in the Participants list and select '**Mute**' or 'Unmute'.

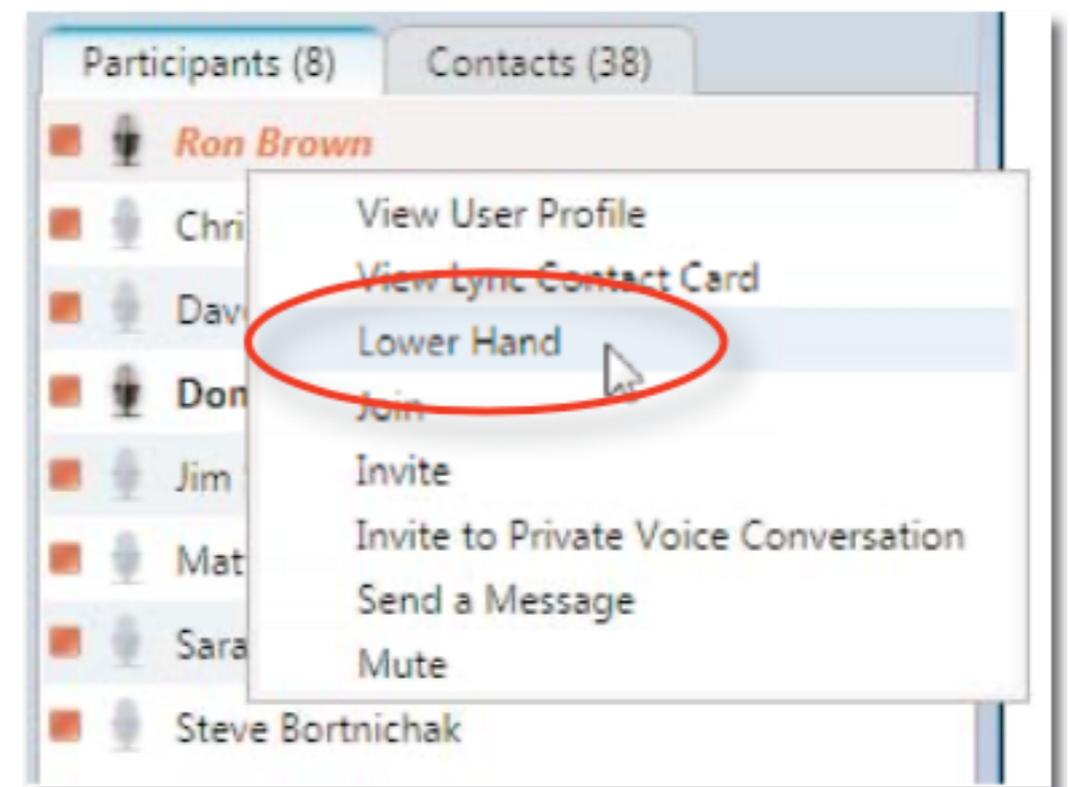


Lowering hands

You can lower people's hands if they have raised them to ask a question but have forgotten to lower it themselves.

To lower everyone's hands in the room, select the '**Lower Everyone's Hands**' from the 'Moderator menu button'.

To lower the hands of individuals, right click on either an avatar or their name in the Participants list and select '**Lower Hand**'.

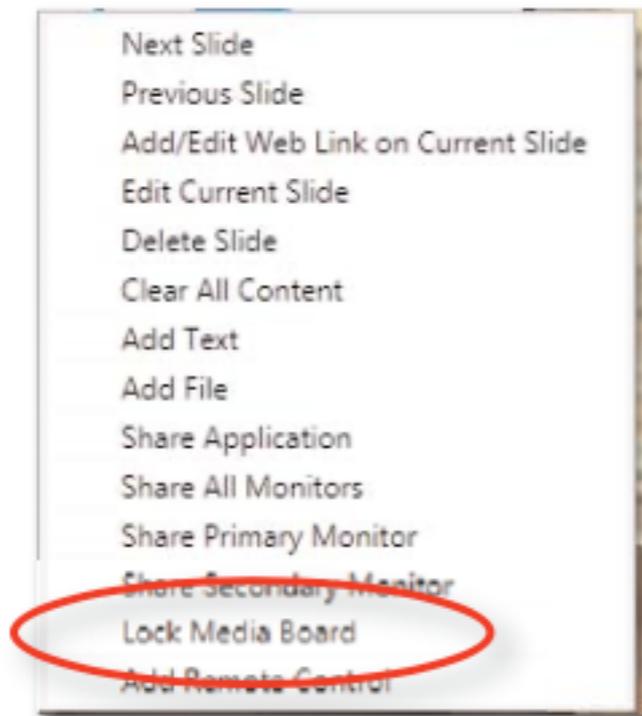


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Controlling Media Board Access

To lock a Media Board, right-click on it, and choose **'Lock Media Board'**.

To unlock the Media Board, right-click on it, and choose **'Unlock Media Board'**.



Remote Control

If you want to keep an eye on a group of people but still want to be able to see the Media Board, you can use the Remote Control feature.

To do this, right click on the surface of the Media Board you wish to view, and select **'Add Remote Control'**.

You can navigate through the content of the Media Board and customize how the inset window is displayed to you.

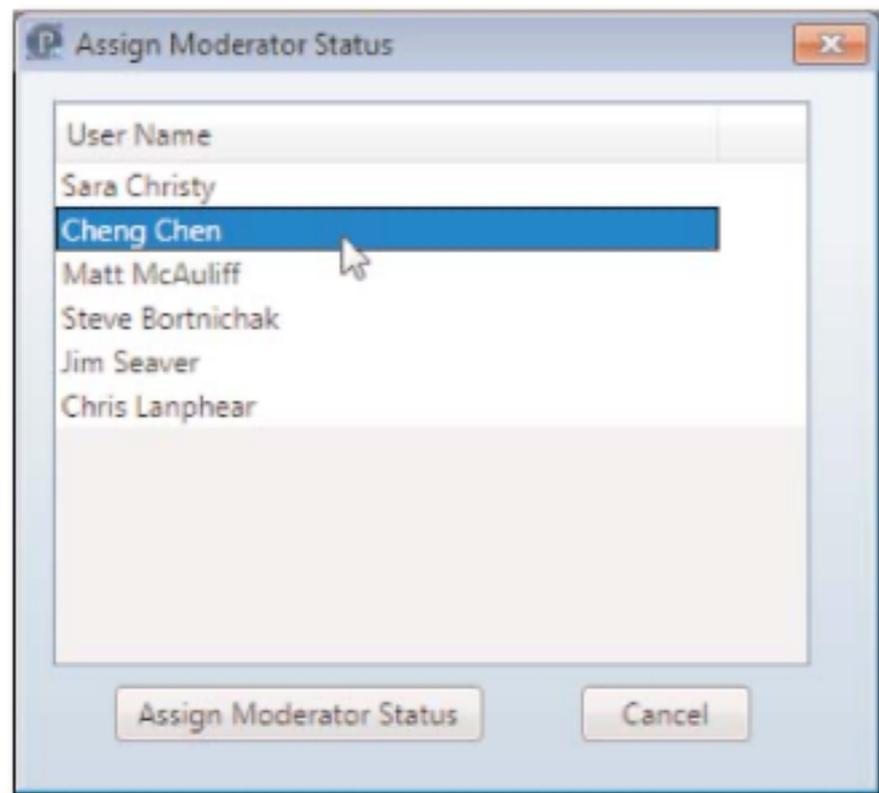


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Assigning Moderator Status

To temporarily share the moderator abilities choose the **'Assign Moderator Status'** option found under the 'Moderator' menu button.

Note: If you give moderator rights to another user who doesn't normally have moderator rights, those rights will not carry over when they teleport to another location.



Sending People To A Location

If you need to send people to a different location during a session, select the **'Send People to a Location'** option found under the 'Moderator' menu button.

Select the names of the people you want to teleport on the left hand side, and the location on the right hand side, then click 'Send Users'

