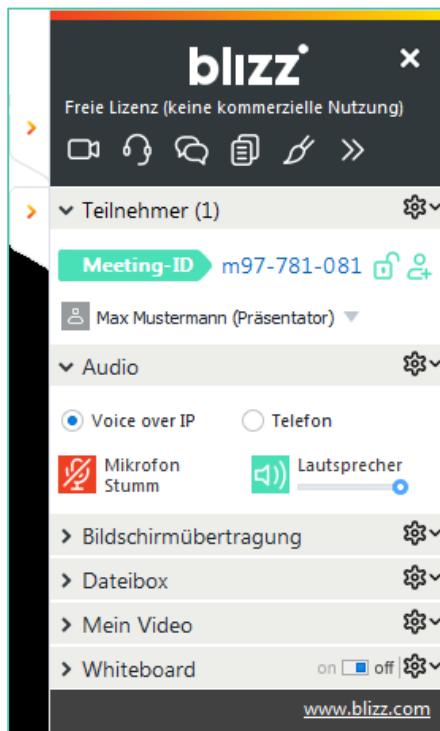


# Changing settings for a meeting

In the course of a meeting, you may wish to change the settings controlling the meeting, e.g. to mute the microphone or stop screen sharing. You can make such changes on the Blizz panel.



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## In this article

- Changing roles
- Locking a meeting
- Changing audio settings
- Controlling screen sharing

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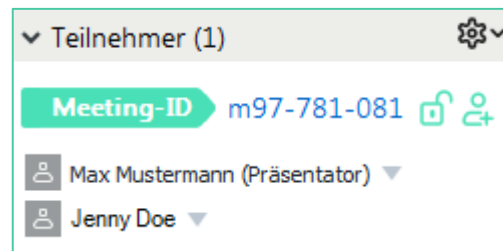
## Changing roles

Sometimes it makes sense to change the role of a participant, e.g. if a participant other than the organizer wants to share his screen content.

**Prerequisite:** you are the organizer of the meeting.

1. On the Blizz panel, open the **Participants** area.

## Changing settings for a meeting



2. Click the arrow to the right of the name of the participant whose role you want to change.
3. Select the **Make organizer** or **Make presenter** function.

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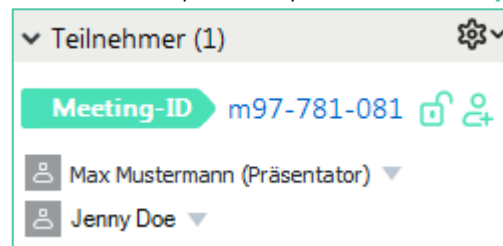
## Locking a meeting

If you lock a meeting, participants can only join the meeting after confirmation.

This has the following effects on participation in a meeting:

- Participants can only join the meeting if the organizer allows them to do so.
- Participants who are removed from a locked meeting cannot join the meeting again.

1. On the Blizz panel, open the **Participants** area.



2. Click  to lock the meeting or  to unlock it.

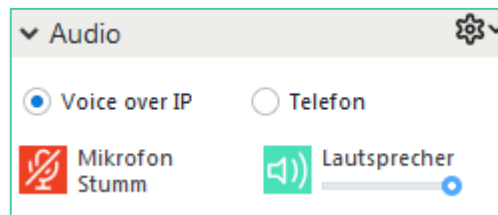
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## Changing audio settings

**Prerequisite:** an audio connection via Voice over IP must be active.

1. On the Blizz panel, open the **Audio** area.

## Changing settings for a meeting



2. You can switch the microphone or loudspeakers on or off by clicking on the appropriate icon.



Microphone on



Microphone mute



Loudspeaker on



Loudspeaker mute

If a device is switched on, you can change the volume using the slider.

## Controlling screen sharing

If you start a meeting with screen sharing, the sharing begins automatically according to the default setting. However you can pause or stop the sharing. In addition, you can share only a particular window instead of the entire screen.

**Prerequisite:** screen sharing is active.

1. On the Blizz panel, open the **Screen sharing** area.







2. Move the mouse over the miniature view of the screen until the control elements appear.

## Changing settings for a meeting



You now have the following possibilities:

- Click  to pause the sharing. Screen sharing is thus "frozen" for the participants. By clicking , you can continue sharing.
- Click  to stop the sharing. Participants will see the wait dialog. By clicking , you can continue sharing.
- If you want to change the content shared, click the arrow next to the left field and select the desired window or the whole screen from the expandable menu.