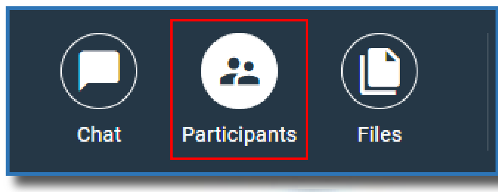
COURTCALL: Participant Sidebar Overview

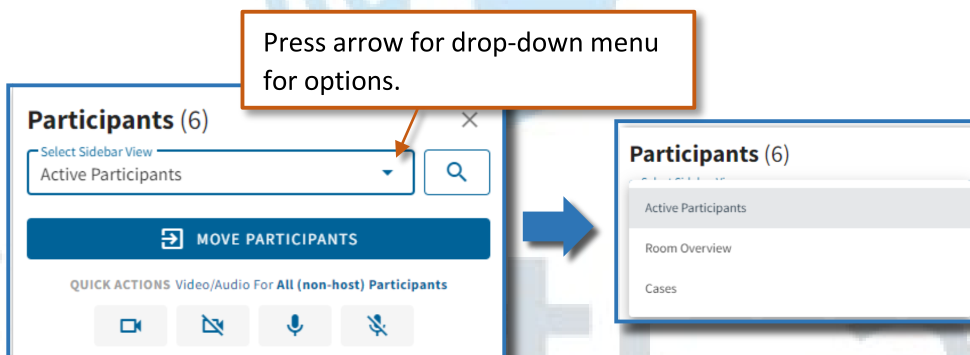
The participant's sidebar provides Hosts with different ways to view and control active participants in the meeting.

To access the sidebar and switch between views:

1. Click on the **Participants** button in the bottom control bar.



2. Press the downward arrow within the *Select Sidebar View* box to choose between three (3) different views – Active Participants, Room Overview, and Cases. Participants can be viewed and controlled from all three views.



Active Participants shows an alphabetized list of actively connected participants. Please note: This is the only view non-Hosts have access to. Additionally, non-Hosts only see their connection and that of the Host(s). Participants will only have access to edit their name in this screen. [See Figure 1.1 below]

Room Overview groups participants currently connected by their location within the overall meeting. A quick glance shows how many people are in the main conference, waiting room, or a specific subconference. Each specific conference can be expanded to view and further control the participants connected. [See Figure 1.2 below]

Cases shows any scheduled cases for the current day, as well as participants scheduled to appear on those cases (This includes those who may not yet be connected). Hosts 'Start' and 'Stop' cases from this view. [See Figure 1.3 below]

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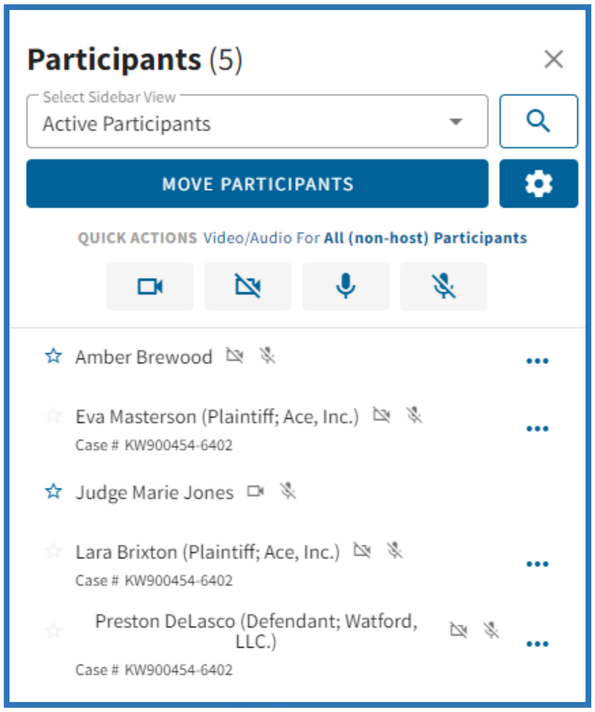
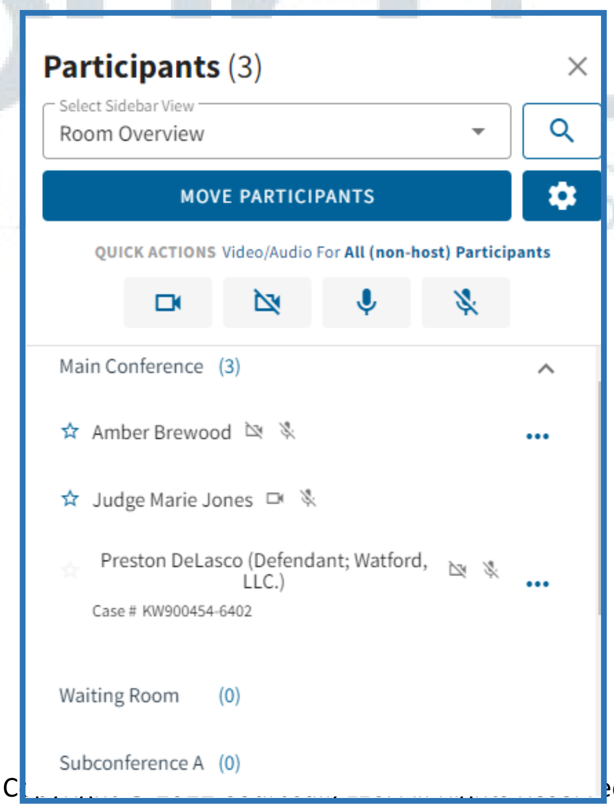
Active Participants [Figure 1.1]



Room Overview [Figure 1.2]



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Cases [Figure 1.3]