Attendee Role Status

Change Role Status

1. The Attendee List pod displays a status icon next to each attendee.
2. Hosts, presenters and participants can change their own status at any time during the session.
   a. Select the drop-down menu on the Status button within the top of the menu bar.
   b. Select the desired status.
   c. To clear a status, select Clear Status from the bottom of the list.

Attendees’ Status

1. Select the Attendee Status View button in the Attendee List pod to view groups of similar status.
2. To clear everyone’s status,
   a. Select the Attendee List pod menu button
   b. Select Clear Everyone’s Status.
3. To clear a specific attendee’s status,
   a. Hover over the attendee’s name in the Attendee List pod
   b. Select Clear Attendee Status.