Expel an Attendee

1. Select the attendee from the Participant list.
2. From the menu bar, select **Participant > Expel**.

3. You will be prompted to confirm the action, click **Yes**.

*Note*: Although the attendee is removed from the meeting, they could rejoin the meeting at any time. To prevent them from rejoining, the host can restrict access to the meeting.

Restrict Access

Once you start the meeting, you can restrict access at any time. Restricting access is similar to closing and locking the door to a physical meeting room.

Below are some reasons to restrict access to a meeting:

- Regulate the number of attendees
- Prevent latecomers from disrupting the meeting
- Prevent an expelled attendee from rejoining

**Restrict Access:**

1. From the menu bar, select **Meeting > Restrict Access**.

Note: This locks the meeting so that no new participants can join the meeting.

Restore Access

1. From the menu bar, select **Meeting > Restore Access**.

Note: Attendees can once again join the meeting.