During a session, it is possible to lock the room in order to prevent new Participants from joining the session. If any of the Participants who are already in the session are disconnected, they will be able to re-enter. However, those Participants who have been removed from the session will not be able to re-enter. The default option is for the session to remain open so that Participants can join the session at any time.

**Lock the Session**

- Click the **Tools Menu**.
- Select **Moderator** from the list of options.
- De-select **Allow New Participants to Enter Session**.

**Unlock a Session**

Once a session has been locked, it can be unlocked by completing the steps below.

- Click the **Tools Menu**.
- Select **Moderator** from the list of options.
- Select **Allow New Participants to Enter Session**.