Moderator privileges can be granted to one or more Participants. These privileges can be granted at any time during the session. When Participants are granted Moderator privileges, they will have the same access to features as the Moderator of Record (Original Moderator). This includes the ability to grant Moderator privileges to other Participants. The only privilege that these Moderators don’t have is the ability to remove privileges from the Moderator of Record.

**Grant Participants Moderator Privilege**

- Select the Participant or Participants who are to be granted Moderator privileges in the Participants List.
- Do one of the following:
  - Drag and drop the selected Participant(s) into the Moderator section of the Participants List.
  - Click the Tools Menu, select Moderator, and then select Give Moderator Privileges.
  - On a Windows computer, right-click on the selected Participants name to open the Participants Option Menu and then select Give Moderator Privileges.
  - On a Mac computer, Control-Click on the selected Participants name to open the Participants Option Menu and then select Give Moderator Privileges.
- The Give Moderator Privilege confirmation dialog box will open (see below).
- Click Yes to grant the Participant the Moderator privilege.
- Participants will receive a confirmation message that indicates that Moderator privilege has been granted.
- The Participants List will be updated for all Participants indicating the change in status.
  - If a Moderator leaves a session, the remaining Moderators can still continue.
  - The disconnected Moderator can reenter the session at any time.
  - If all Moderators are disconnected from the session, other Participant permissions may be removed. This depends on the session configuration.
  - To re-establish the session, the Moderator of Record must re-connect to the session.

**Revoke Moderator Privilege**

Moderator privileges can be revoked at any time during the session by the Moderator of Record or a Moderator who has been granted that privilege.

- Select a single Moderator or multiple Moderators whose privileges are to be revoked.
- Do one of the following:
  - Drag and drop the selected Moderator(s) into the Participant’s section of the Participants List.
Click the **Tools Menu**, select **Moderator**, and then select **Take Away Moderator Privileges**.

- On a **Windows** computer, **right-click** on the selected **Moderator(s)** to open the **Participants Option Menu** and then select **Take Away Moderator Privileges**.
- On a **Mac** computer, **Control-Click** on the selected **Moderator(s)** to open the **Participants Option Menu** and then select **Take Away Moderator Privileges**.

- The **Moderator** will now be a **Participant**.
- The **Participants List** will be updated to reflect the change in **Participant** status.
- When **Moderator** privileges are revoked, the **Participant** privileges that were granted before they became a **Moderator** will be restored.