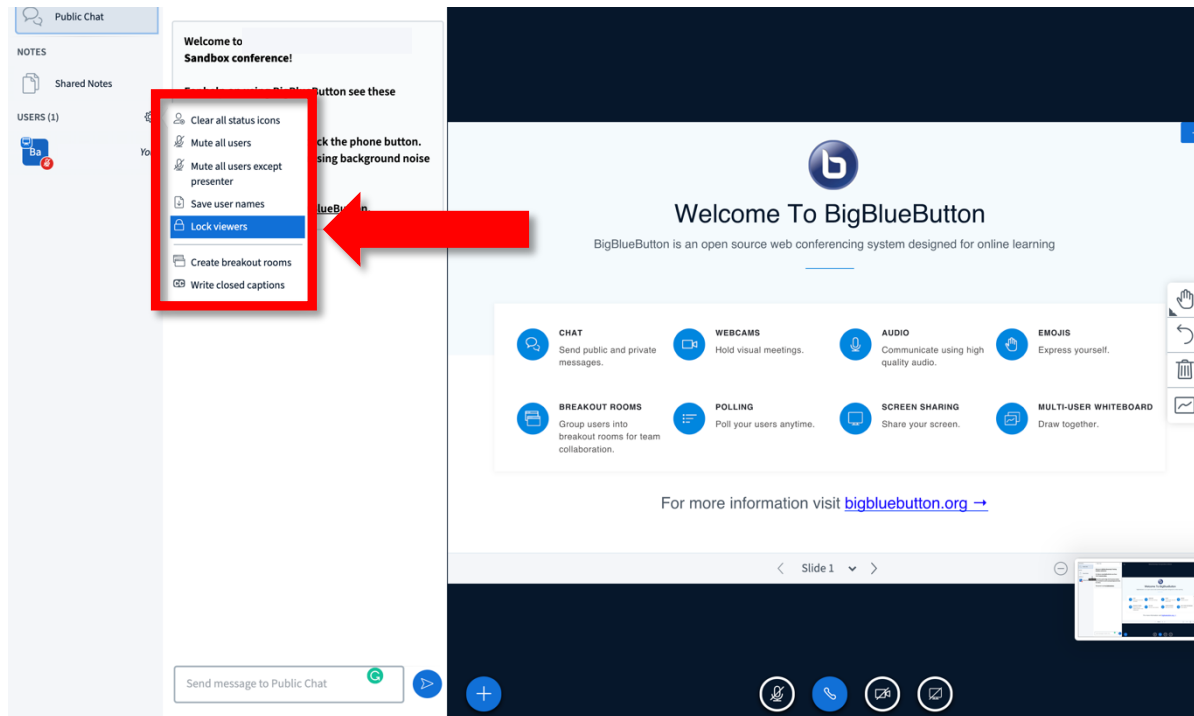


How to lock user functionalities in BBB

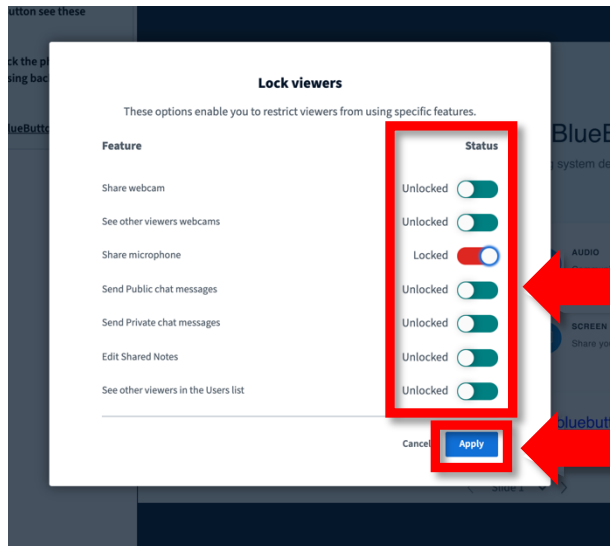
Step 1: Click on the gear icon/manage users icon

The screenshot displays the BigBlueButton interface. On the left sidebar, the 'USERS (1)' section contains a gear icon labeled 'Manage Users', which is highlighted with a red box and a red arrow pointing to it. The main content area shows a 'Welcome To BigBlueButton' slide with various features listed: CHAT, WEBCAMS, AUDIO, EMOJIS, BREAKOUT ROOMS, POLLING, SCREEN SHARING, and MULTI-USER WHITEBOARD. A bottom toolbar contains icons for chat, audio, video, and screen sharing.

Step 2: Select **Lock users** from the window.



Step 3: Click on the feature **buttons** to lock functionalities and click **Apply**



Once the Apply button is clicked participant features will be locked.

The screenshot displays the BigBlueButton interface. On the left, a sidebar shows a 'Public Chat' window with a 'Send message to Public Chat' input field. Below this, the 'USERS (2)' section lists two participants: 'Ba' and 'Sh'. The 'Sh' user is highlighted with a red box and a red arrow pointing to the text 'Locked' next to their name. A red arrow also points from the 'Welcome to Sandbox conference!' message to the 'Sh' user. The main conference area features a 'Welcome To BigBlueButton' header and a grid of feature icons: CHAT, WEBCAMS, AUDIO, EMOJIS, BREAKOUT ROOMS, POLLING, SCREEN SHARING, and MULTI-USER WHITEBOARD. A footer bar contains navigation and control icons.