1. **Manage settings beforehand**
   Before class even starts, make sure the meeting settings are just how you want them. For example, do you want attendees to be muted by default? Do you want everyone to be able to present and share content?

2. **Make sure the right people have access**
   Decide which participants can join your class directly. Everyone else should wait in the lobby before you let them in.

3. **Control who can present**
   As a general rule, everyone should join as a standard attendee without the ability to present or share content. During a class, you can grant presenter rights as needed.

4. **Use that mute button wisely**
   The mute feature helps keep the class focused on the presenter and prevent disruptions. Make sure you select *Don’t allow attendees to unmute* in the participant pane.

   Along with this feature, you also have the ability to mute specific attendees by finding the individual in the participant pane and selecting mute.

5. **Don’t forget to end the meeting**
   At the end of class, make sure you end the meeting for all participants. Instead of selecting Leave, select the arrow dropdown and click *End meeting.*