How to Remove a Participant from a Training Session

1. On the main session window, click **Participants** to show the Participants menu on the right-side panel (Figure 1)

![Figure 1](image1.png)

2. Click on the name of the participant you would like to remove from the training session (Figure 2)

![Figure 2](image2.png)
3. Click Participant on the top toolbar and then click Expel (Figure 3)

4. A pop-up box will open asking you to confirm you would like to remove the participant from the training session. Click Yes and the participant will now be removed from the training session (Figure 4)