

How to Mute/Unmute Participants | Manage Meeting Settings

● Muting/Unmuting Yourself:

1. Locate the Mute Button:

- At the bottom-left corner of your Zoom meeting window, you'll see a microphone icon labeled Mute (or Unmute if you're already muted).

2. Muting:

- Click on the microphone icon to mute yourself. Once muted, the icon will have a red slash through it, indicating that your microphone is off.

3. Unmuting:

- To unmute yourself, simply click the microphone icon again. The red slash will disappear, indicating your microphone is active again.

4. Keyboard Shortcut:

- For quick access, you can also press Alt + A (Windows) or Command + Shift + A (Mac) to toggle mute/unmute.

● Managing Participants' Audio:

1. Open the Participants Panel:

- In the meeting controls at the bottom of the screen, click on the Participants button. This will open a panel on the right side of the screen showing the list of participants.

2. Muting a Specific Participant:

- In the Participants panel, hover your mouse over the participant you wish to mute.
- When you hover over their name, a Mute button will appear. Click on it to mute that participant.
- The participant will see a notification that they've been muted, and they can unmute themselves unless you have restricted that permission.

3. Unmuting a Participant:

- To unmute a participant, hover over their name again in the Participants panel and click Unmute. The participant will receive a notification asking if they want to unmute themselves.
- Note: You cannot force unmute a participant. They must accept the prompt to unmute themselves.

● Muting All Participants:

1. Mute All Participants:

- If you want to mute everyone in the meeting at once, click the Mute All button at the bottom of the Participants panel.
- A confirmation window will pop up, where you can also check the option to allow participants to unmute themselves or prevent them from doing so. Once ready, click Mute All.

2. Unmute All Participants:

- To unmute everyone, click the Unmute All button in the Participants panel. However, like unmuting an individual, participants will need to confirm before they are unmuted.

● Additional Participant Management Options:

1. Managing Permissions:

- In the Participants panel, click the **More** button (three dots) at the bottom to access additional options:
 - **Allow Participants to Unmute Themselves:** Enable or disable participants from unmuting themselves.
 - **Allow Participants to Rename Themselves:** Control whether participants can change their display names during the meeting.

- **Enable Waiting Room:** Place new participants in a waiting room where you can admit them individually.
- **Lock Meeting:** Lock the meeting to prevent new participants from joining.

2. Removing a Participant:

- If you need to remove a participant from the meeting, hover over their name in the Participants panel and click More > Remove. The participant will be disconnected from the meeting.

● Managing Chat, Video, and More:

1. Chat Settings:

- Click the Chat button in the meeting controls to open the chat window. Here, you can send messages to everyone or private messages to individual participants. You can also control who can send messages by clicking the three dots at the bottom of the chat panel and selecting options like No One, Host Only, Everyone Publicly, or Everyone Publicly and Privately.

2. Video Control:

- Like muting, you can control video settings from the meeting controls. To stop a participant's video, hover over their name in the Participants panel and click Stop Video. To ask them to start their video again, click Ask to Start Video.