

### MANAGING PARTICIPANTS' MICROPHONES

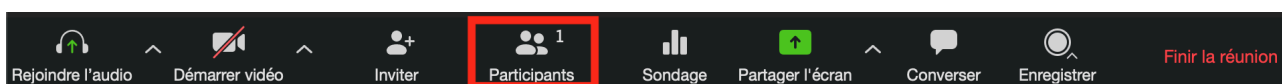
This tutorial will enable you to manage all your students' microphones or to manage the microphone of each individual student.

- 1 - Manage all your students' microphones 1
- 2 - Manage the microphone of one student 2

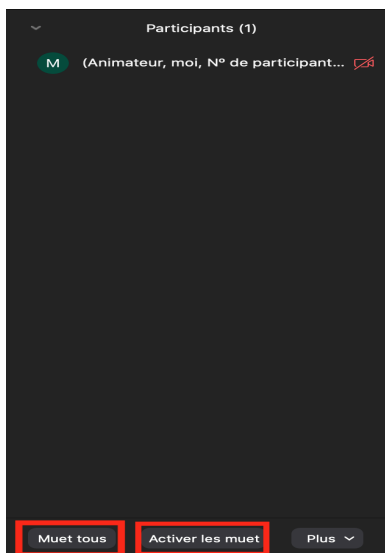
#### 1 - Manage all your students' microphones

There are ways you can limit the number of active student microphones during the class.

- Click on "Participants" in the toolbar



- In the window that opens to the right, below the list of participants, click on "Mute all" to deactivate all the microphones of the participants.
- To reactivate the microphones, click on "Activate/Unmute microphones".

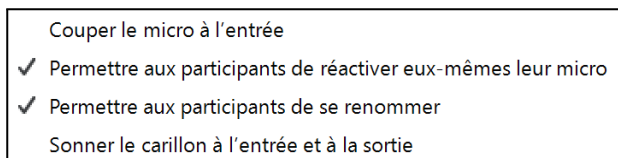


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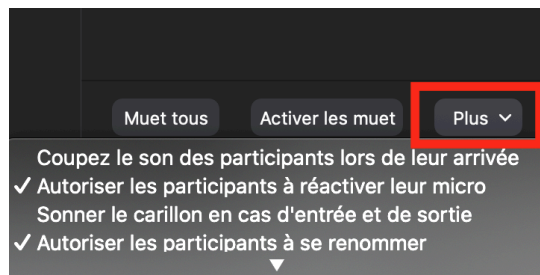
### Other options to manage students' microphones:

- Click on "More" bottom right, below the list of participants
- From the dropdown menu:
  - On PC, click on "Turn off microphones at the start"
  - On Mac, click on "Turn off participants' microphones when they arrive"
- If necessary, you can prevent the students from reactivating their microphones:
  - On PC, deselect the option "Allow participants to unmute their own microphones"
  - On Mac, deselect the option "Authorise participants to unmute their own microphones"

Version PC



Version MAC



## 2 - Manage the microphone of one student

You can also activate and deactivate each microphone individually, next to the name of each participant.

- To deactivate a microphone, place the cursor on the name of a participant and click on the button "Mute"
- To activate a microphone, place the cursor on the name of a participant and click on the button "Unmute"

