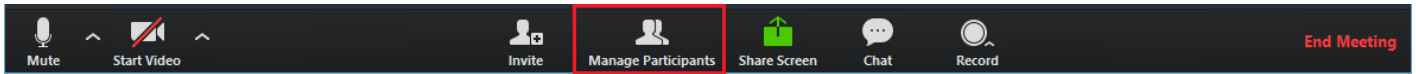


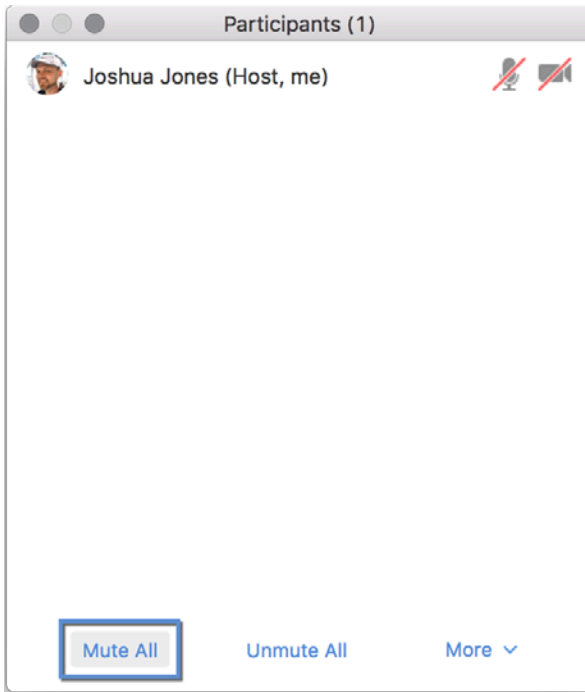
AUDIO – HOST - MUTE ALL AND UNMUTE ALL

You can **mute** all participants that are already in the meeting as well as new participants joining the meeting.

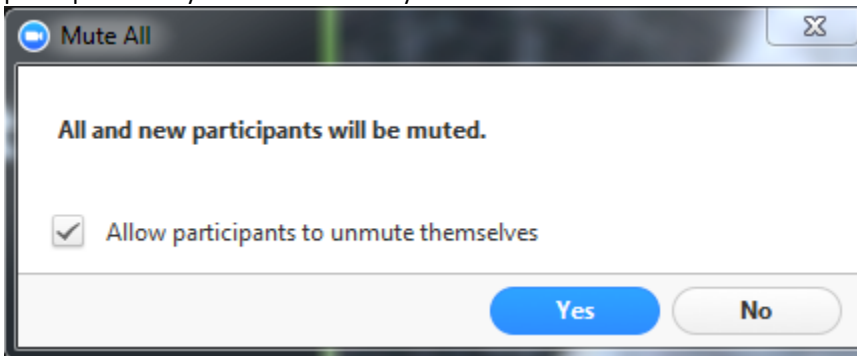
1. Select **Manage Participants**



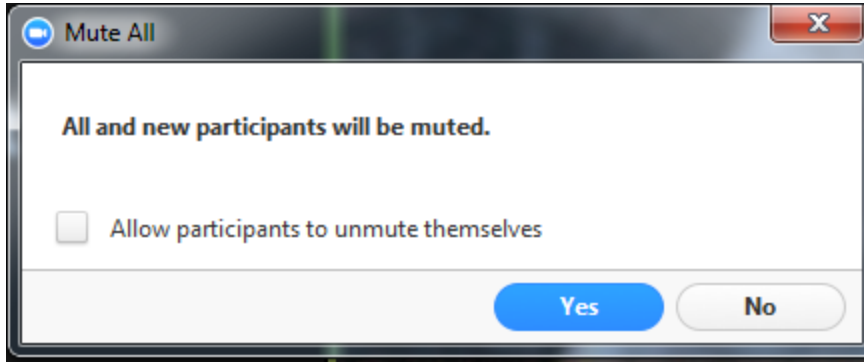
2. Select **Mute All**



3. You will be prompted to **Allow participants to unmute themselves**. Clicking **Yes** will mute all current and new participants. They will have the ability to unmute themselves.

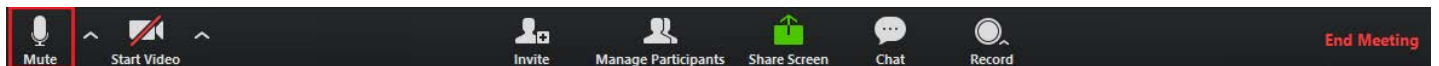


4. If you uncheck **Allow participants to unmute themselves** and click **Yes** participants will **not** be allowed to unmute themselves. If they try to unmute themselves they will receive a pop-up stating **You cannot unmute yourself because the host muted you.**



AUDIO - MUTE AND UNMUTE YOURSELF

- 1) You can mute and unmute yourself by clicking on the microphone icon on the meeting menu bar



- 2) Or you can click on Manage Participants > hover over the mic to the right of your name and select **Mute** or **Unmute**.

- 3) Or use the following shortcuts:

- For PC:
Alt + A : Mute or Unmute
- For Mac:
Shift + Command + A: Mute or Unmute
- For telephone:
*6 : Mute or Unmute

AUDIO – MICROPHONE OFF BY ATTENDEE USING DESKTOP APP

Meeting attendees can choose to turn their video or microphone on or off when joining a meeting. This can be done by updating the settings on the Zoom app.

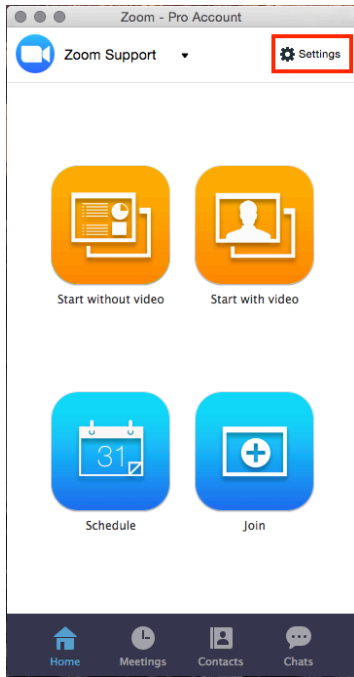
PRE-REQUISITES

Users must have a **ConferZoom** account in order to update their settings

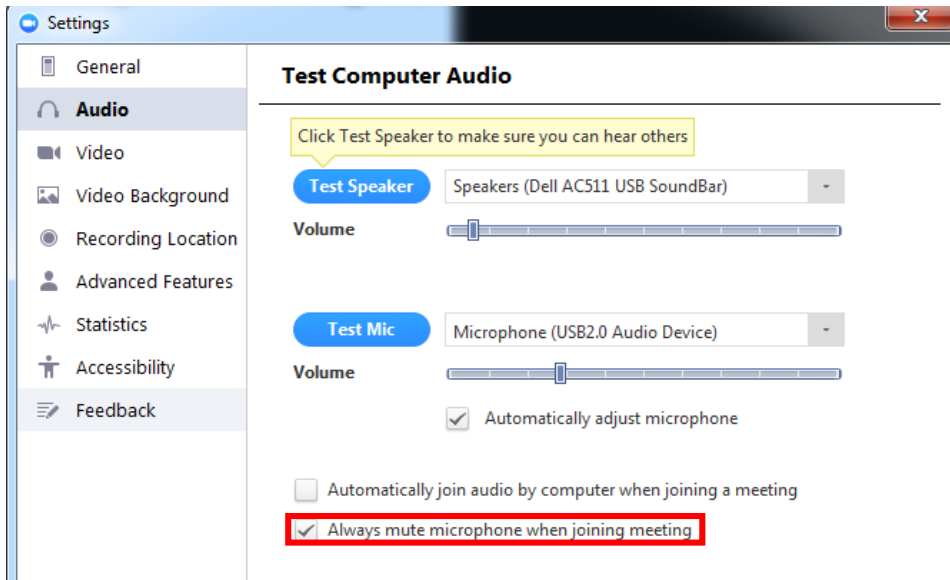
INSTRUCTIONS



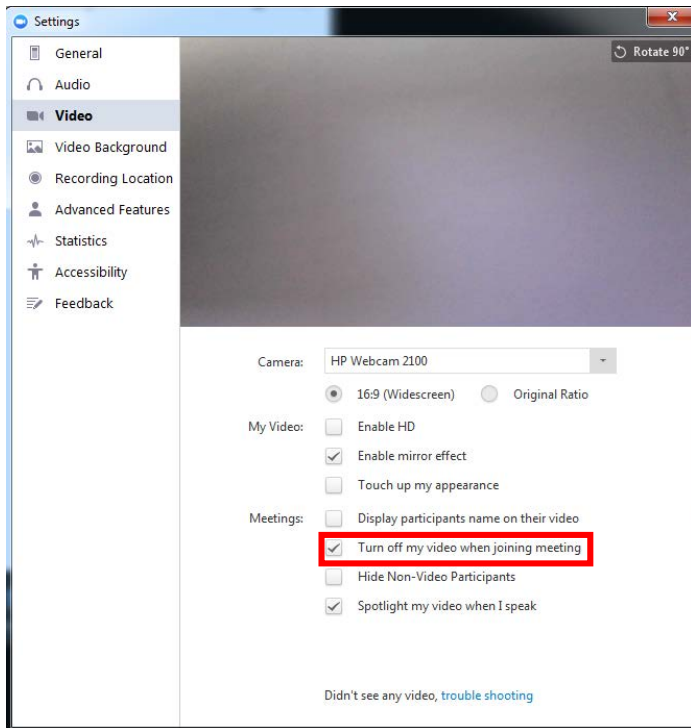
To turn off video or audio by default when joining a meeting, select **"Settings"** in the Zoom client.



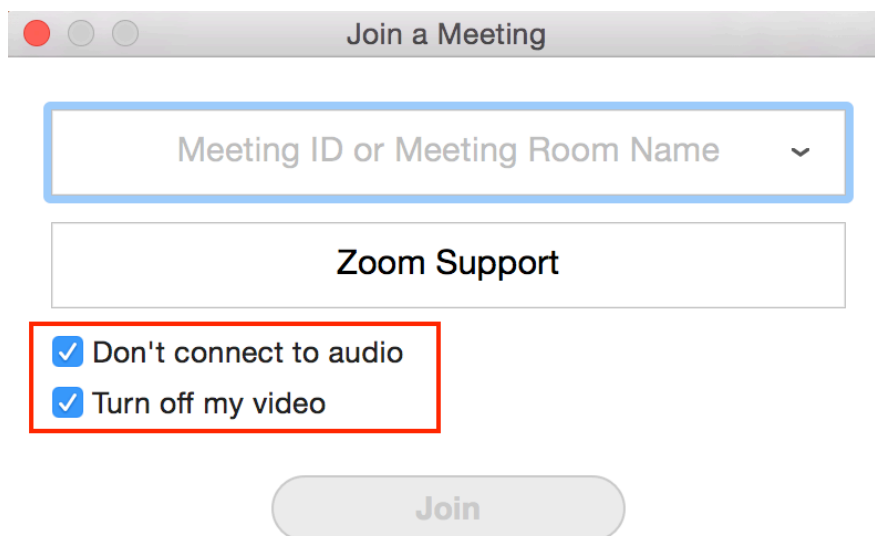
You can disable your Microphone when joining a meeting by selecting the following option:



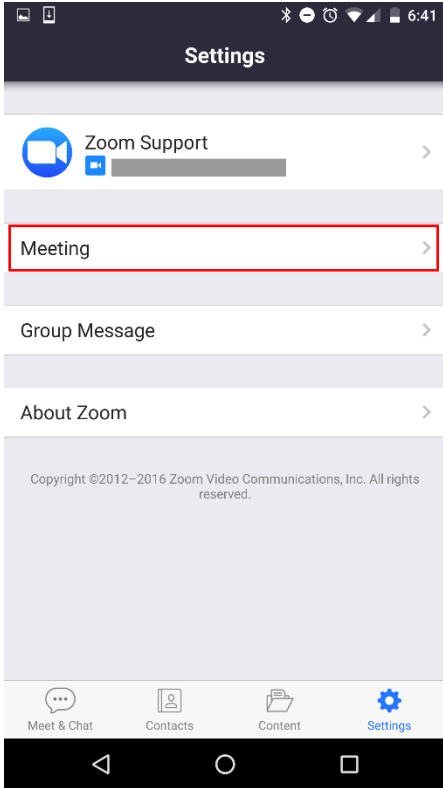
You can disable Video when joining a meeting by selecting the following option:



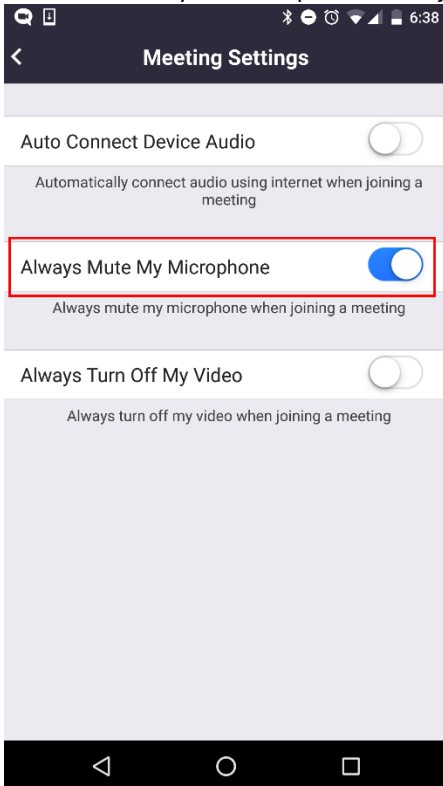
You can also disable audio or video before joining a meeting by toggling the following options after clicking "Join a Meeting:"



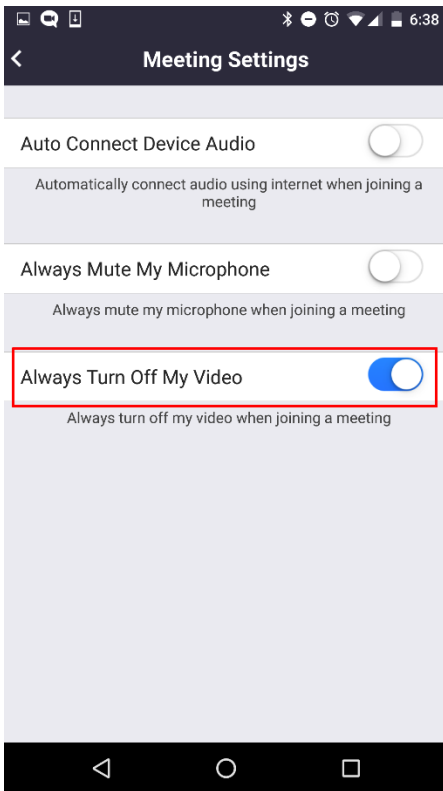
To turn off video or audio by default when joining a meeting, select "Meeting" in the Zoom app settings.



You can disable your Microphone when joining a meeting by selecting the following option:



You can disable Video when joining a meeting by selecting the following option:



You can also disable audio or video before joining a meeting by toggling the following options after clicking "Join a Meeting:"

