**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**

![Manage Participants](image1)

2. Select **Mute All**

![Mute All](image2)

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.

![Allow participants to unmute themselves](image3)
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.**

![Image of Mute All dialog box]

**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

Desktop

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:

![Settings for video and audio options](image)

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

![Join a Meeting interface](image)
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:"