How to Mute / Unmute

The host or co-host can mute and unmute participants. Participants could mute or unmute themselves unless the host mutes everyone. If you have enabled *Mute* the host cannot unmute you without your consent, for privacy and security reasons. The host can use the *Ask all to unmute* option or schedule the meeting with *Request permission to unmute* participants enabled. This will allow the participants pre-approval to be unmuted.

Mute or Unmute a specific participant

1. Sign into the Zoom account.
2. Start a meeting.
3. Click the **Participants** button in the meeting controls.
4. A pop-up box will open with the list of participants.
How to Mute / Unmute (cont.)

5. Select *Ask to Unmute* participants, and they can click *Unmute*.

6. You can also unmute the participant without displaying a prompt. This is available if you enabled pre-approved consent to be unmuted when you schedule the meeting, and the participant provided consent.

7. You can ask a specific participant to unmute.
Mute all participants

The Host can mute all participants in the meeting.

1. Click the *Participants* button located in the meeting controls.

2. A list of participants will open in a pop-up window.

3. Click *Mute All* to mute all participants.

4. Check *Allow participants to unmute themselves* to enable participants to unmute at any time during the meeting.

For more information, visit the Utah Assistive Technology Program at UATP.usu.edu