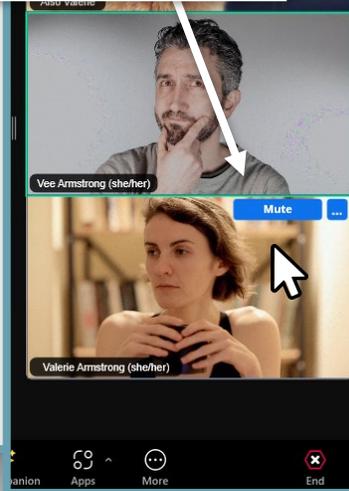
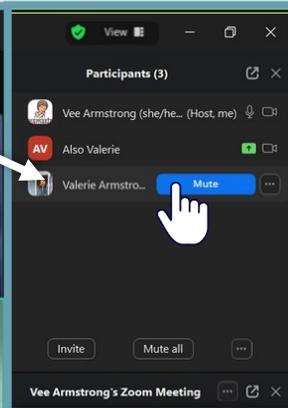


Mute and Unmute

To mute someone ...

Hover over their name in the Participants Panel or hover over their video square in the Gallery; then click the mute button that appears.

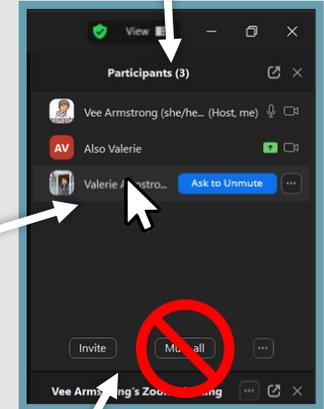
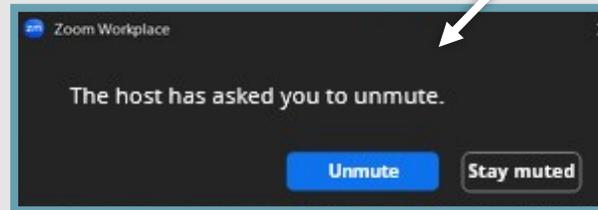


Note ...

1. When a person is already muted, the button will say "Ask to Unmute." Hosts and co-hosts can request that someone unmute, but no one can unmute another participant.
2. If someone doesn't have a mute/ask to unmute button when you hover, they are not connected to audio, so there's nothing to mute. This is most common with people who join from Daniels Hall just so that they can participate in the comments.

Assist with unmuting ...

If someone is having trouble unmuting, you can click on "Ask to Unmute." This will place a popup on their screen with an unmute button they can click on.



Do NOT mute all ...

Since you can't unmute anyone, remember NOT to press Mute All. This will mute the presenter (Daniels Hall), and you can't unmute them again. If this ever happens by accident, message the site team through WhatsApp to ask them to unmute.

Allow participants to unmute

Usually the Zoom MC will control this permission. Things don't always go smoothly, though, so if you ever find yourself hosting and participants can't unmute themselves, you'll need to give them permission.

On the meeting controls, click on the host tools menu. Under "Allow Participants to" you'll see the option "unmute themselves." If this has a checkmark next to it, participants can unmute themselves. Just click that option to turn this permission on and off.

