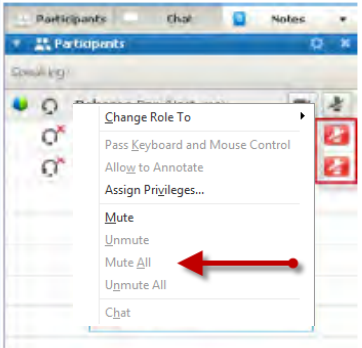



Muting and Unmuting Microphones

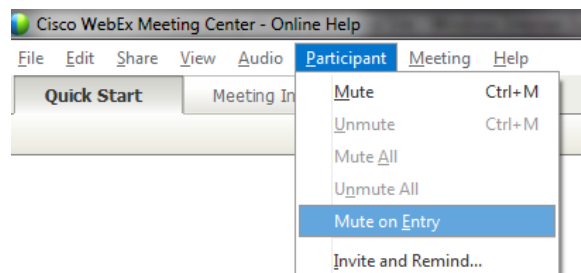
Role	Task description:
Host Windows: Right click in the participants list 	<ul style="list-style-type: none"> • Mute on Entry to mute all microphones automatically when participants join a meeting • Mute or Unmute to mute or unmute your own or a specific participant's microphone • Mute All to mute or unmute all participant microphones simultaneously at any time during a meeting More (on page 174)
Participant Mac: Ctrl + click in the participants list 	Select the Mute or Unmute icon to mute or unmute your own microphone.

Right click on the participant list to view the submenu to mute all microphones.

The microphone icons will turn a red color to indicate that they have been muted.

Request student's raise their hand for microphone/speaker privileges.

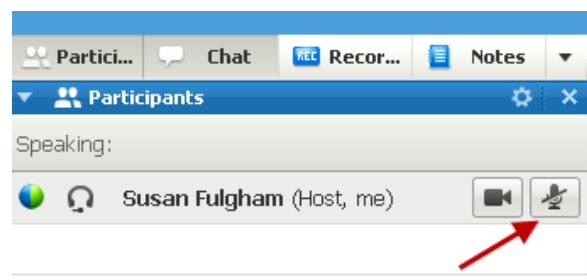
Alternatively you can select to have all newly entering participants to be muted upon entering the audio conference. Click **Participant** in the tool bar, and then select **Mute on Entry**.



Audio - Rules

When starting a session, use chat to ask if students can hear you ("Raise your hand if you can hear me")

Request students mute their microphones to avoid feedback



For Large groups – Participants should use the chat feature, while the instructor uses the microphone.