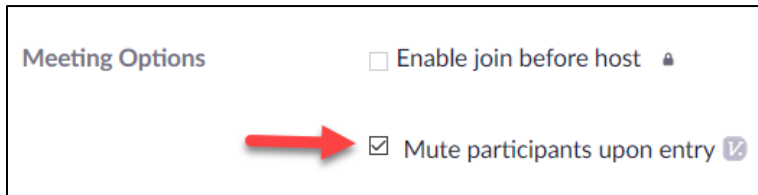


## MANAGE AUDIO & VIDEO FOR ALL ZOOM PARTICIPANTS

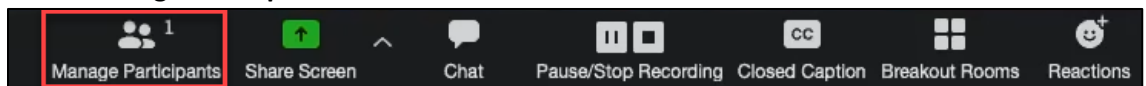
### AUDIO

While scheduling a Zoom Meeting, under **Meeting Options**, check **Mute participants on entry** to mute all meeting participants as they join your meeting.



During a Zoom Meeting the Host or Co-Host(s) can mute all participants through the **Manage Participants** feature.

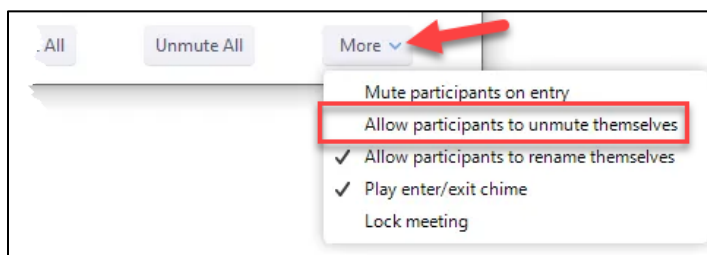
1. Select **Manage Participants**



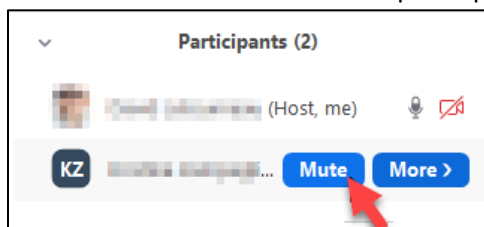
2. At the bottom of the Participants panel, select **Mute All**.



3. If you want to keep your participants muted, select **More** and then **uncheck Allow Participants to Unmute Themselves**.



4. To mute or unmute specific participants during your meeting, select the **Mute** or **Unmute** button next to their name in the participant's list.



## VIDEO

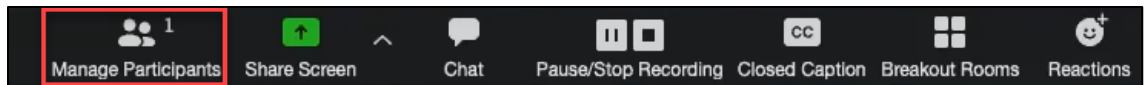
**While scheduling a Zoom Meeting**, in the Video section, select **Off** for participants to ensure that their video will be disabled when joining your meeting.



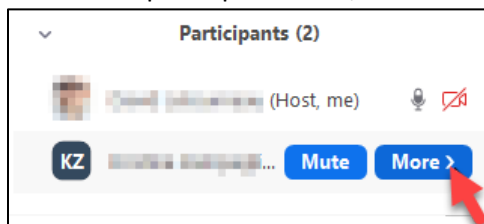
**During a Zoom Meeting** the host or co-host(s) can stop and then ask to start video for specific participants through the Manage Participants feature.

*NOTE: This is done manually per participant. Zoom does not have the option to start or stop video for all participants at once during a meeting.*

1. Select **Manage Participants**.

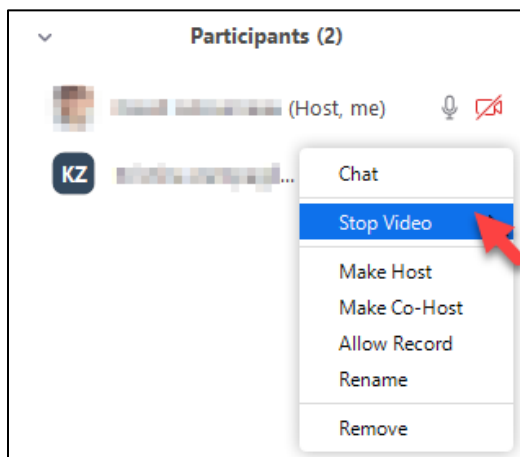


2. Next to the participant name, select **More**.



3. Then select **Stop Video**.

*NOTE: The participant will not be able to start video when this is selected.*



4. To request that the participant enable their video, select **More** next to their name in the list and click **Ask to Start Video**.

