Mute a User
1. Hover over the student’s name.
2. Select the Microphone icon to mute the student.
   
   Note: This option will not appear if the student has not enabled their microphone.

3. The student will receive an audio message stating that they are muted.

Unmute a User
1. Hover your cursor over the student’s name.
2. Select the Microphone icon.
Mute All Users

1. Select the Gear icon at the bottom of the User window.

   ![Gear icon]

2. Select Mute All Users or Mute All Users Except Presenter.

   ![Mute options]

   Mute everyone, but the presenter.

Unmute All Users

1. Select the Gear icon in the User window.

   ![Gear icon]

2. Select Unmute All Users.