

Mute Participants

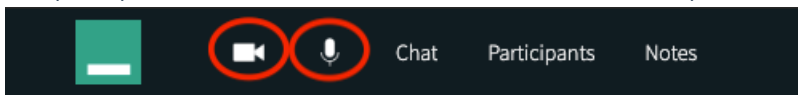
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This article explains how to Mute All participants and breaks down the device hierarchy regarding participant and Room Manager/Instructor

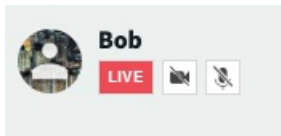
- When participants enable devices when joining a live session, they are allowing the broadcasting of their webcam and microphone. Instructors/moderators can block access of their devices.
- When participants disable devices when joining a live session, the Room Manager/Moderator cannot force them on to be seen or heard. Participants *own* their devices.
- Instructors/Moderators can *Mute All* webcams or microphones of participants in the live session.

When Participants Enable Devices

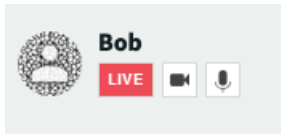
1. If a participant chooses to enable/activate their webcam and microphone to be broadcasted.




2. The Instructor has the ability to block these devices from broadcasting by clicking them off in the Participant List.



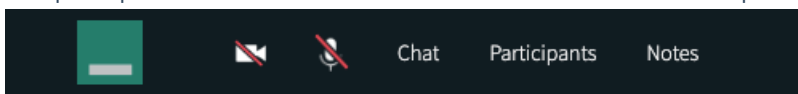
3. The participant can only broadcast again if the Instructor clicks on their devices to unmute them.



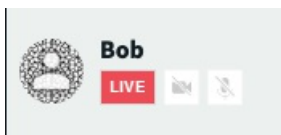
The participant can click the Raise Hand icon  to get the Room Manager's attention that they want to speak and request to be unmuted.

When Participants Disable Devices

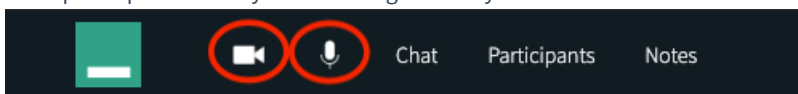
1. If a participant chooses to disable or deactivate their webcam and microphone...



2. The Instructor does NOT have the ability to affect the participant whatsoever. The participant's devices appear grayed out to the Room Manager. Therefore, the Instructor cannot click off and block devices from broadcasting as before, NOR force the devices on to be broadcast.



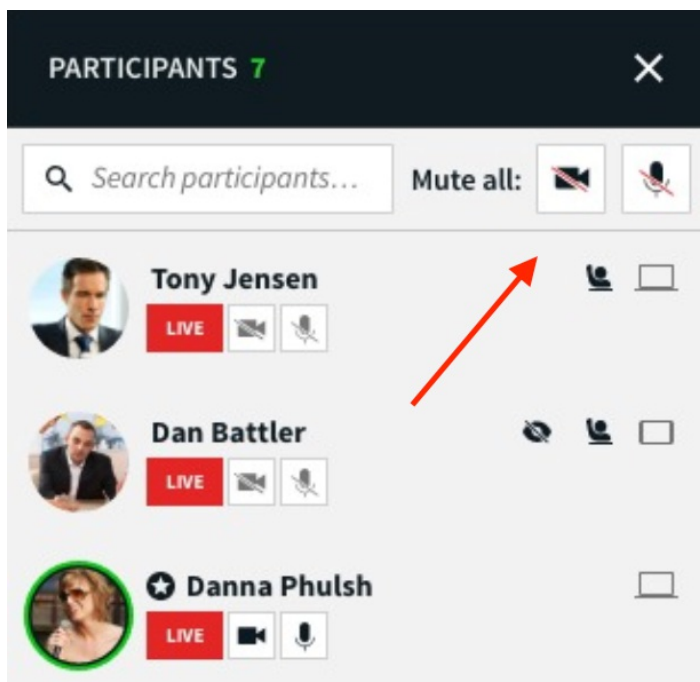
3. The participant can only broadcast again if they themselves click on their devices in the top bar to unmute themselves.



Mute All

Instructors/Moderators can *Mute All* devices of participants in the live session when they are trying to control the environment of the live class.

1. If an Instructor/Moderator wants to mute all microphones or webcams, they simply click on the webcam or microphone icon next to **Mute All** in the participant list.
2. When an Instructor/Moderator wishes un-Mute All webcams or microphones, they simply click on the webcam or microphone icon again.
3. An Instructor/Moderator can manually unmute individual participants by simply clicking on the camera icon under that participants name.



□ When an Instructor/Moderator clicks *Mute All*, they are muting the devices of all participants in the live session, including their own and fellow instructor/moderators.