Muting a participant can occur before or during a Zoom meeting.

**Before a Meeting:**
When you are scheduling a Zoom meeting, you can select the option for participants to be muted when they join the meeting.

- Check the box for **Mute participants upon entry** in the Meeting Options.

Please note that participants can choose to unmute themselves during the meeting.

**During a Meeting:**
If you need to mute a participant during a meeting, select Manage Participants.

- Hover over the participant that you would like to mute and select Mute.

You can also select to Mute All participants.