How to mute attendees

During a Teams meeting, you might need to **mute an attendee** or the **whole audience**.

### Mute an individual attendee

1. During the meeting, select **Show participants** to see a list of everyone in the meeting.

2. Hover over the **name of a participant** and select **Mute**.

### Mute all attendees

1. Select **Show participants** to see a list of everyone in the meeting.

2. Move to **top of Participants pane** & Click **Mute all**

3. To **keep everyone muted**, select the **ellipses** at the top, and then select **Don’t allow attendees to unmute**.