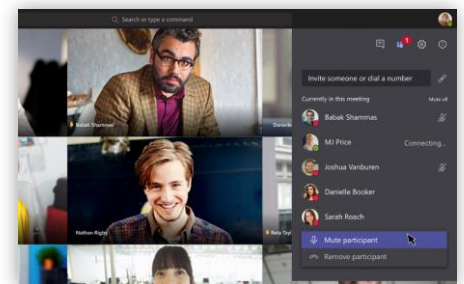
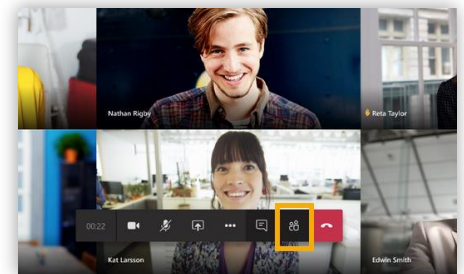


# How to mute attendees

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 **ellipsis** at the top, and then **select Don't allow attendees to unmute**.

