Manage Audio/Video in a Webex Meeting

Mute or Unmute Others

As a host, you can mute anyone at any time during the meeting or before they join. Hosts can mute individual participants or the entire group.

1. To mute or unmute specific people
   - Go to the Participants panel, find their name, and select Mute or Unmute.

2. To mute or unmute everyone at once
   - From the Participant menu, select Mute All or Unmute All.

3. To mute or unmute everyone as they join the meeting
   - From the Participant menu, select Mute on Entry.

Disable or Enable Entry and Exit Tone

You can turn off the Entry and Exit Tone if you prefer not to hear notifications while you are engaging with participants.

From the Participant menu > click Entry and Exit Tone to clear the check mark.
   - Checkmark = tone will sound
   - No checkmark = tone is turned off.

Disable or Enable Video

As a host, you can disable/enable all participants’ video anytime during the meeting.

From the View menu > Uncheck Show Participant Video.