

NEW! WebEx Meeting - Mute Settings Schedule Options

1 Show advanced options ^

2 Audio connection options

Audio connection type

Webex Audio

Show global call-in numbers to attendees

Entry and exit tone ⓘ

No Tone

3 Mute attendees

Allow attendees to unmute themselves in the meeting

Always mute attendees when they join the meeting

Agenda

Scheduling options

Cancel

Start

Save as template

CHECKED/ON

Gives participants the ability to mute/unmute themselves during a meeting. Default setting is ON.

UNCHECKED/OFF

Participants will be muted unless a Host requests they unmute OR Host unmutes all

CHECKED/ON

Mutes participants as they join.

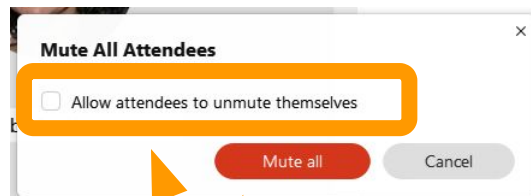
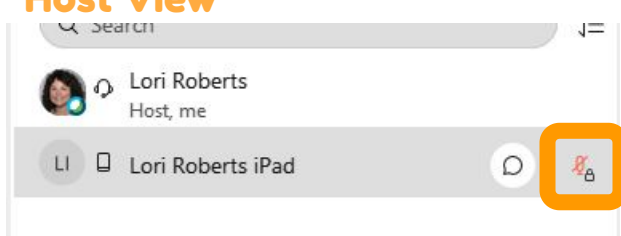
NOTE: Participants may be able to unmute themselves depending on “Allow attendees to unmute themselves” setting above.

NEW! WebEx Meeting - Mute Settings In Meeting Options

Allow attendees to unmute themselves OFF

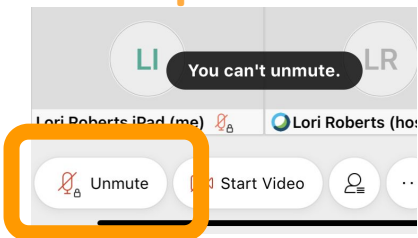
Host can Unmute/Mute all participants or by individual participant.

Host View



If host chooses Mute All in meeting, dialog box appears to toggle setting ON/OFF for meeting.

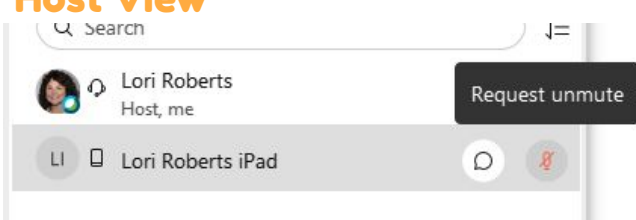
Participant View



Unmute a Participant

Option is now a Request to unmute participant. Participant can choose to Stay muted.

Host View



Participant View

