

Zoom mute/unmute information 2022 05 30
(possibly from <https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting>)

Open the Zoom Settings list by clicking the 'gear' icon in the upper-right corner of the zoom window

or finding it by clicking the Zoom screen icon in that corner

Near the bottom of the list, toggle this option ON:

Request permission to unmute

Select this option in the scheduler to request permission to unmute meeting participants and webinar panelists. Permissions, once given, will apply in all meetings scheduled by the same person.

With that setting enabled

Click the "Unmute" icon in lower-left corner

- * This unmutes and shows a message: "Mute My Audio (SHIFT-%A)"
- * This also turns that key combination into a Mute/Unmute toggle and the message changes to include "Press the space bar to temporarily unmute"

Additional links

[Sharing your screen or desktop on Zoom](#)
[Muting/unmuting participants in a meeting](#)
[Enabling and adding a co-host](#)
[Allowing participants/panelists to rejoin](#)
[Host and co-host controls in a meeting](#)