

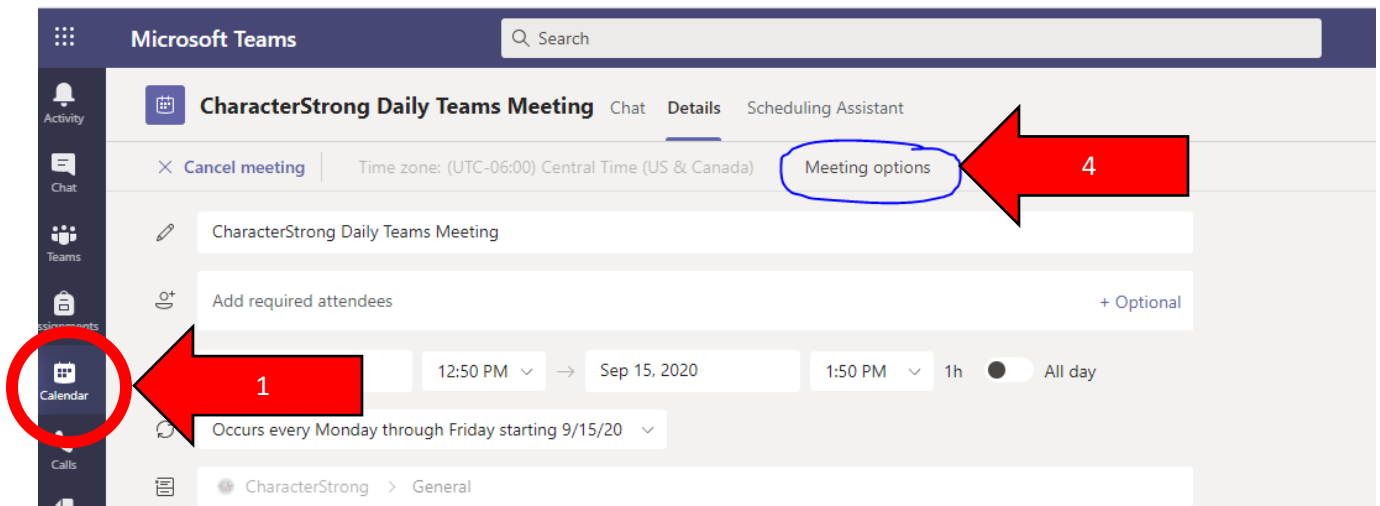
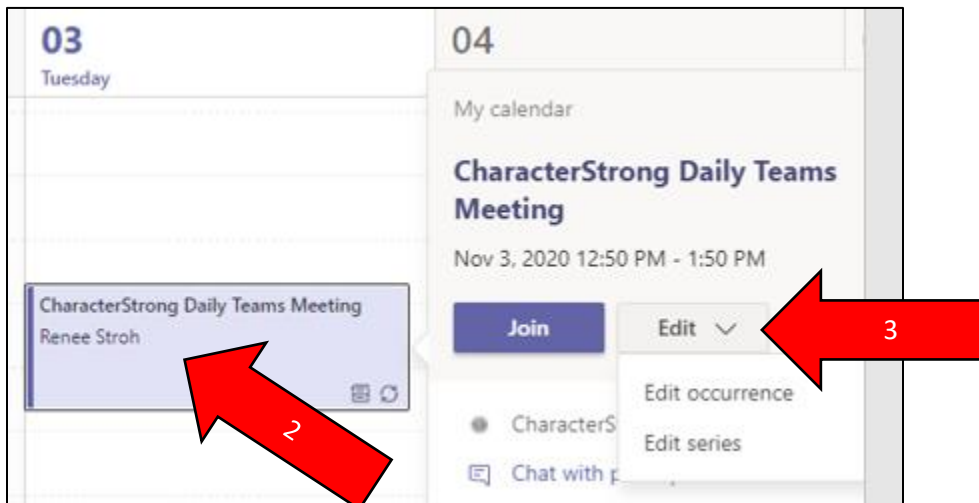
## Hard Muting Students within Teams

**“Hard muting” students simply means that you are preventing attendees to unmute themselves during a meeting.** This prevents distractions, extra noises in the background, and other disruptions to your class.

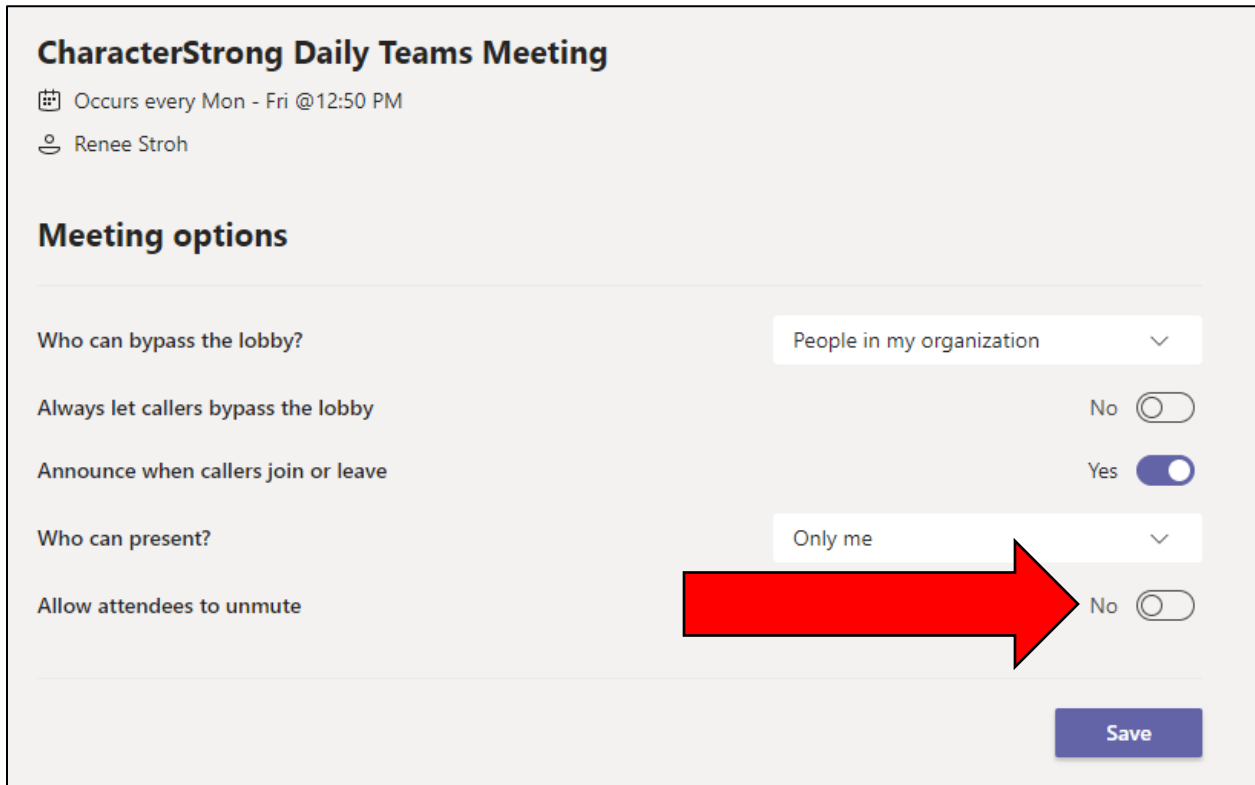
If you create reoccurring meetings, you can go back into the calendar and click on one of the meetings.

Select **“edit series”** if you want to use the setting for all meetings, or **“edit occurrence”** if you want to use the setting for that particular date.

Then, select the **“Meeting options”** tab.



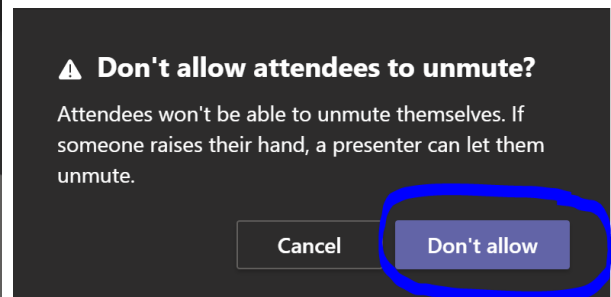
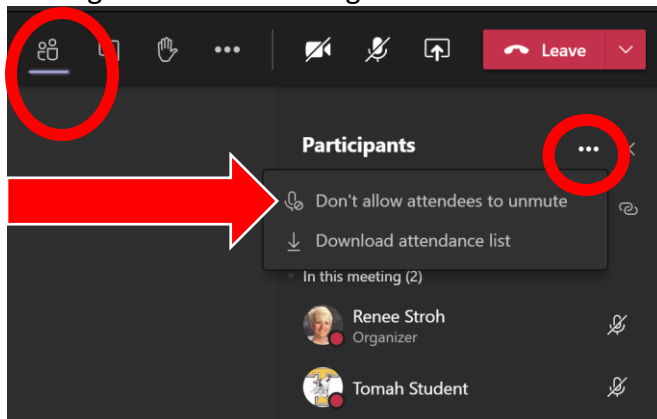
The meetings option tab will open in its own tab. Look for the “allow attendees to unmute” and make sure that it is toggled to “No.” If you want your students to be able to unmute themselves during a meeting, toggle this setting to yes.



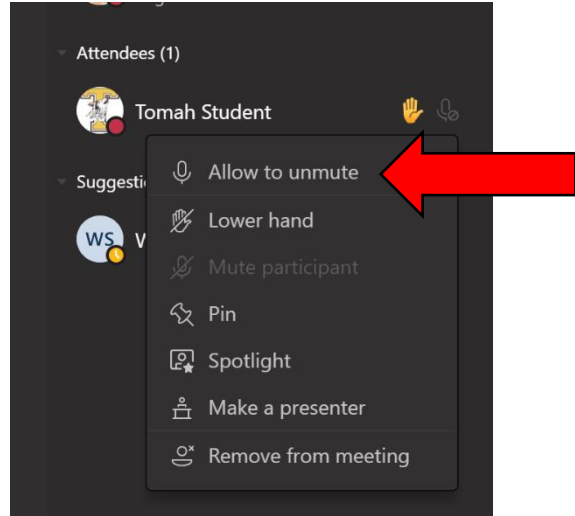
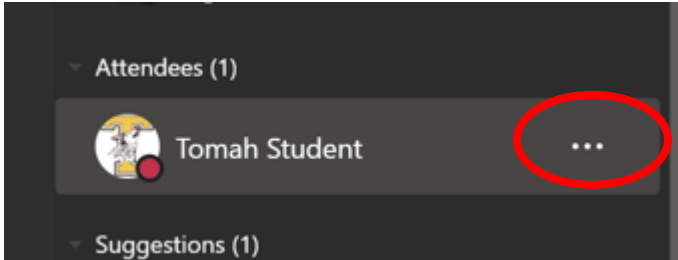
**While in a Meeting: You can allow your students to unmute themselves or hard mute them. To do this, follow these steps:**

Click on the “participants tab.”

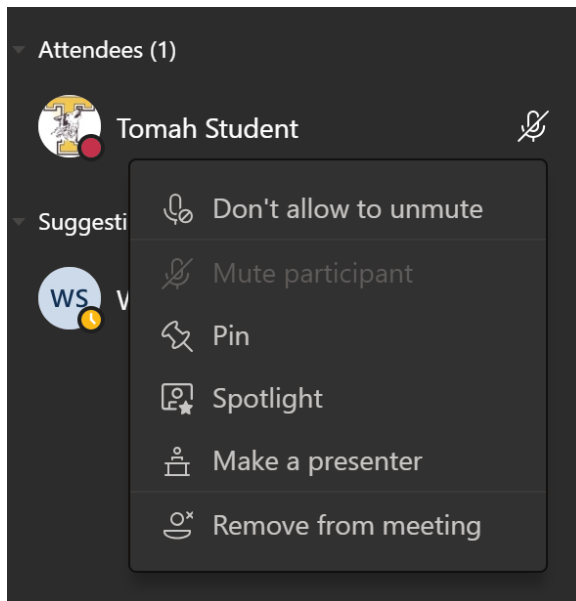
It will appear on the right hand side of your meeting. Click on the “more options” (three dots) icon and select “Don’t allow attendees to unmute.” You will need to confirm your choice by clicking on “don’t allow” again.



If a student raises their hand and has a question during the meeting, you can hover over their “hand/microphone” and you will see the “more actions” icon. Click on it and select “Allow to unmute.” The student will then be able to ask their question.



The students can unmute themselves and speak to you. Repeat the steps to hard mute them again.



If you are using the desktop app, you can change these settings all at once. Simply click on the “More Actions” icon (three dots) and select “Meeting options.” Make sure you change “Who can present?” to “Only me.” This makes everyone in the meeting attendees and then allows you to change their ability to mute and unmute themselves.

