How does a host mute an audio line in WebEx?

Tell Me

1. In general, participants should mute themselves when not speaking.
2. Background noise can be very distracting in a meeting.
3. Hosts should ask attendees to mute themselves.
4. If a problem still exists, the host can mute one or all attendees by clicking on the microphone next to the attendees name.
5. For additional information see these WebEx Support articles:
   a. How does a Host Mute All the Attendees in an Audio Only Call?
   b. If the Host Mutes an Audio Line, can the Participant Unmute their Line?

Related FAQs

- Which web conferencing or online chat tool is best for me?
- How do I delegate meeting scheduling permissions in WebEx?
- How do I schedule a WebEx meeting for another host?
- Can I host or present a WebEx session from my mobile device?
- How can WebEx and Zoom hosts help secure meetings?