Muting/unmuting participants in a meeting
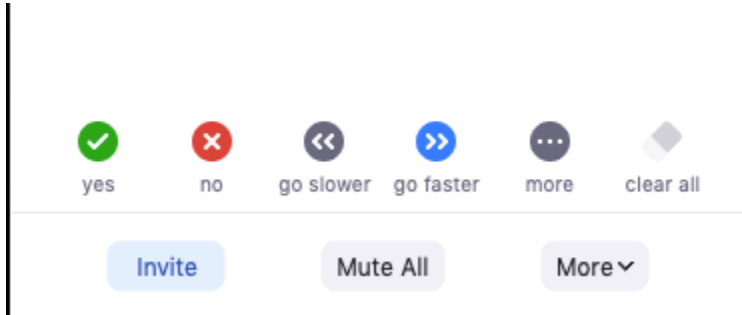
Muting all participants
The host or co-host can mute all participants that are already in the meeting, as well as new participants joining the meeting.

1. Click **Participants** 👥 located in the meeting controls.
2. Click **Mute All**.

3. Click **Mute All** to mute all current and new participants.
4. (Optional) Check **Allow participants to unmute themselves** if you would like participants to be able to unmute at any time during the meeting.

Managing participants in a meeting

With meetings, hosts and co-hosts can control the following features:
- Mute participants
- Request that a participant mutes or unmutes (with pre-approved consent)
- Stop a participant's video
- Request that a participant starts their video
- Prevent participants from screen sharing
- Rename a participant
- View a list of invitees' meeting statuses
- Put a participant on hold (if waiting room is disabled)
- Choose to play an enter or exit chime
- Lock the meeting to prevent anyone new from joining
- Place participants in waiting room or admit/remove participants from the waiting room (waiting room can only be enabled by the host)

Only hosts have access to these features:
- Give a participant the ability to record locally
- Make a participant host or co-host
- Enable waiting room

Removing and Managing Participants in Zoom

As the host in a meeting, you can manage the participants. By default, any participant in a meeting can share their video, screen, and audio.
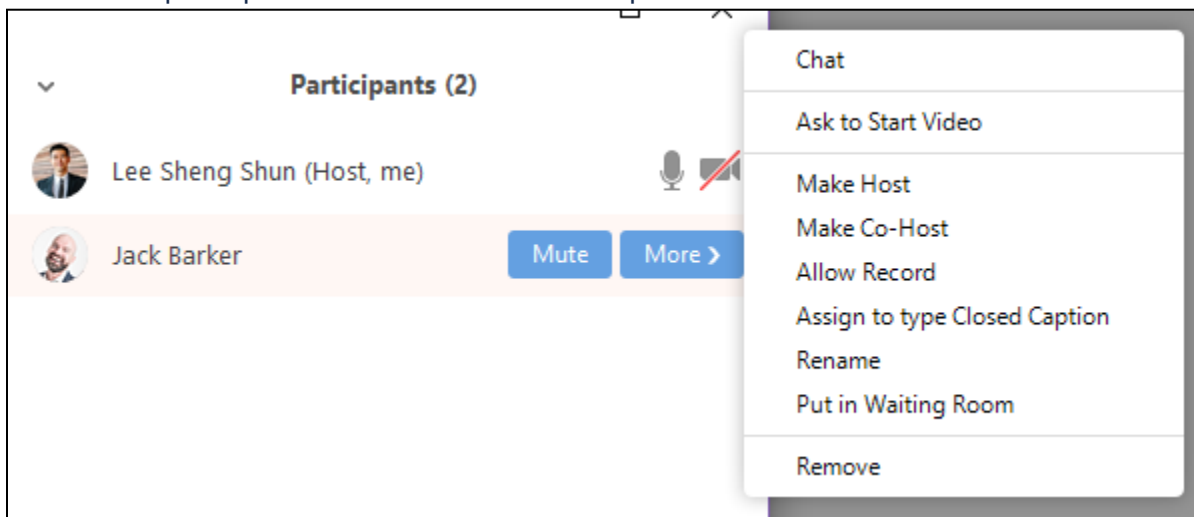
1. Click **Participants** in the host controls to display the participants list:
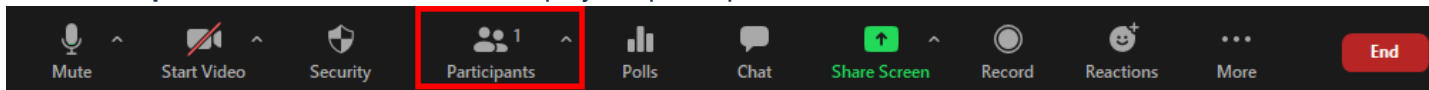
2. Click the drop-down menu located at the top-left corner to close the participants list or click **Pop Out** to separate the participants list from the meeting window:
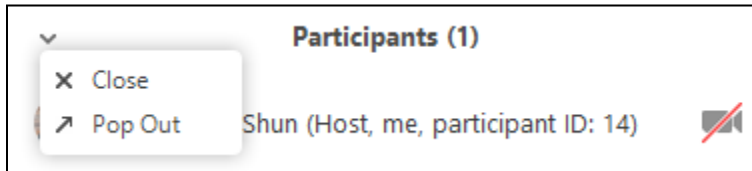
3. Hover over a participant and click **More** for these options:

Best practices for hosting large meetings

How to manage participants' videos and profile pictures
Stop a participant's video
This setting can be useful to prevent distracting or inappropriate images from being shown.

1. While in the meeting, click **Participants** 👥 in the host controls to open the **Participants** panel.
2. (Optional) Click the drop-down menu located at the top-left corner and click **Pop Out** to separate the Participants panel from the meeting window
3. Hover over a participant and click **More**.
4. Click **Stop Video**. If the participant hasn't started their video, you will see the **Ask to Start Video** option.

Hide profile pictures

This setting can be useful to prevent distracting or inappropriate images from being shown.

1. While in the meeting, click **Security** 🛡.
2. Click **Hide Profile Pictures**.
   All profile pictures will be hidden.

Reporting inappropriate behavior

As part of our in-meeting security features to help you keep your meetings secure, you can report participants for inappropriate behavior during meetings by selecting which participants you would like to report, include any written details, and add attachments. This report is automatically sent to the Zoom Trust and Safety team to evaluate any misuse of the platform and block a user if necessary. You can also report abusive behavior that is related to Zoom but happened outside of a Zoom meeting, webinar, or event. Other types of requests you can submit to Zoom's Trust and Safety team include reporting fraudulent activity or a hacked account.
This article covers:

- How to report a participant during a meeting
- How to report participants for a past meeting or webinar
- How to confirm reports
- How to view and cancel reports