**How can a Host mute a single participant?**

1. To mute or disable a single participant’s microphone the Host needs to:
   - click on the name in the attendee’s box; and
   - select “Disable Microphone”.

2. If Hosts select “Microphone rights for Participants” under “Audio” in the top menu bar, they can still mute a single participant by:
   - i. highlighting their name in the “Attendee Pod”; and
   - ii. selecting “Mute Attendee”.

Then the muted participant will have a red line through their microphone in the “Attendee Pod”

and the participant will see that their microphone is muted in the menu bar.

Hosts can unmute a Participant by:

   - i. highlighting the participant; and
   - ii. selecting “Unmute Attendee”.
For more information:

1. visit:
   - Adobe Connect Pro YouTube channel
   - Learn Adobe Connect