



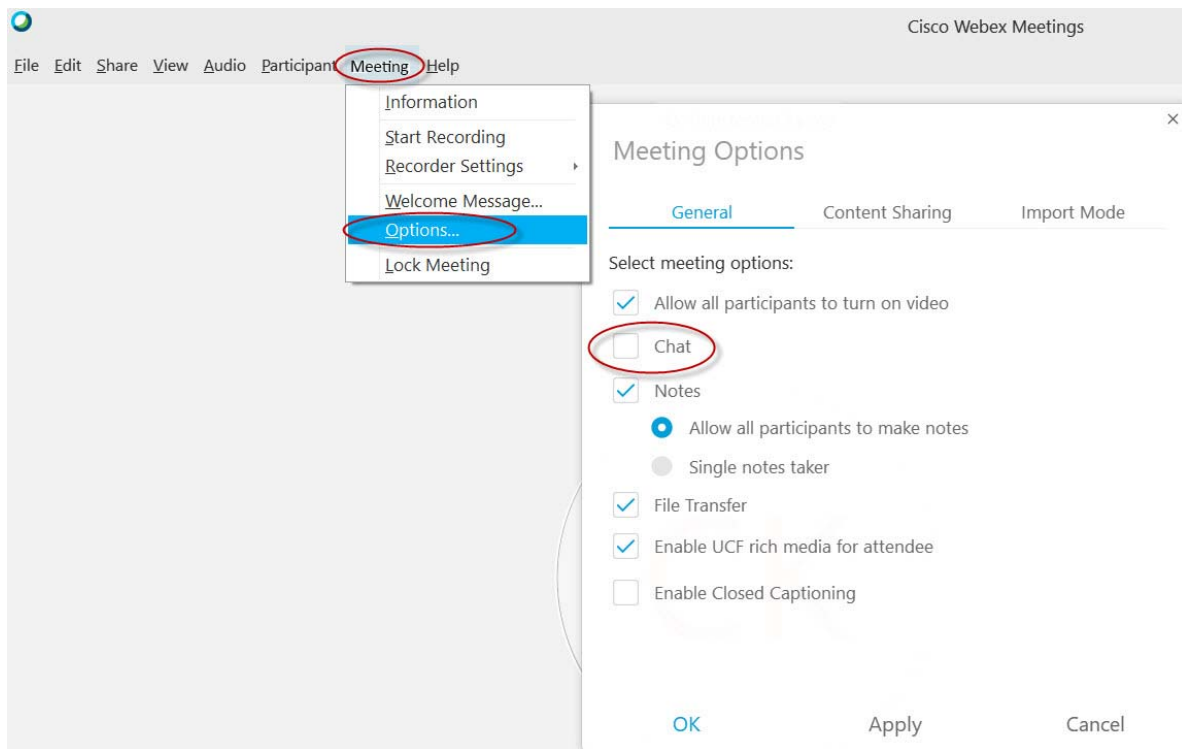
## How to Disable Chat in Webex & Mute/Unmute All

**Note:** You can only use these instructions once you have started your meeting. Settings must be set every time you start a meeting.

### Disable Chat

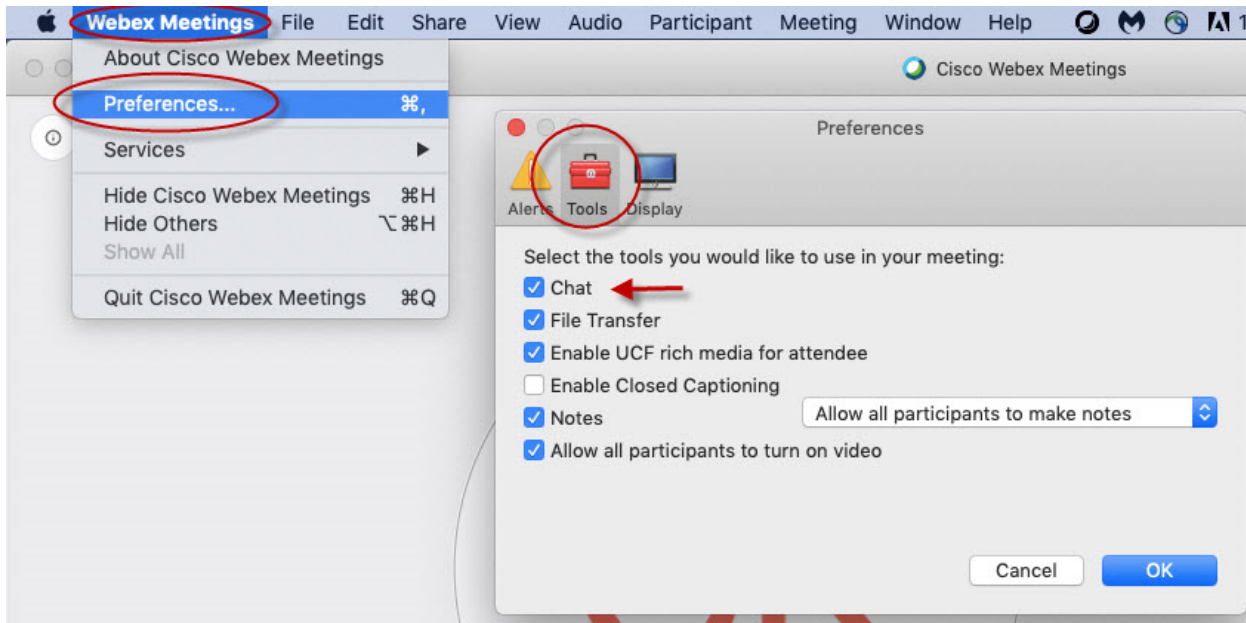
#### Windows

1. On the top menu of your Webex window (File, Edit, Share ...), select “**Meeting**” then “**Options**”.
2. In this new window you can check or uncheck the chat panel and other tools.



## Mac

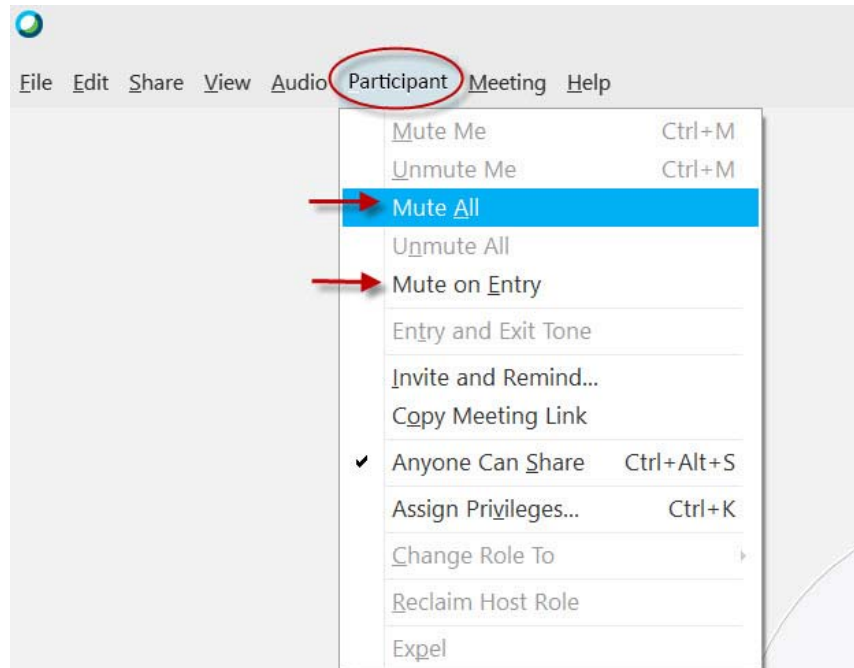
1. On the top menu of your Webex window (File, Edit, Share ...), select "**Webex Meetings**" then "**Preferences**".
2. In this new window select the second tab "**Tools**" and uncheck the chat box.



## Mute/Unmute All Participants

### Windows

1. On the top menu of your Webex window (File, Edit, Share ...), select "**Participant**".  
From this menu you can Mute and Unmute All participants. You can also "Mute on Entry".



### Mac:

1. On the top menu of your Webex window (File, Edit, Share ...), select "**Participant**".
2. From this menu you can Mute and Unmute All participants. You can also "Mute on Entry".

