



## ATTENDEE VIDEO OR MICROPHONE OFF

### OVERVIEW

Meeting attendees can choose to turn their video or microphone on or off when joining a meeting. This can be done by updating the settings on the Zoom app.

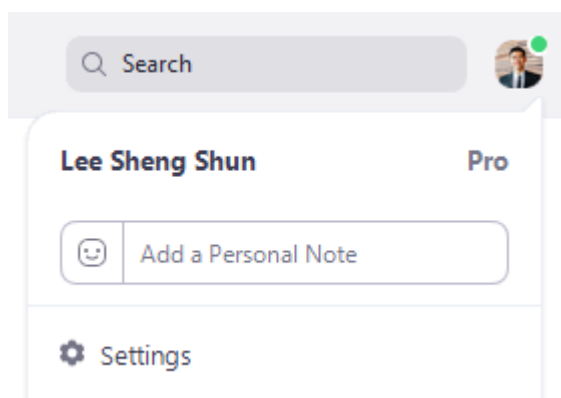
### PREREQUISITES

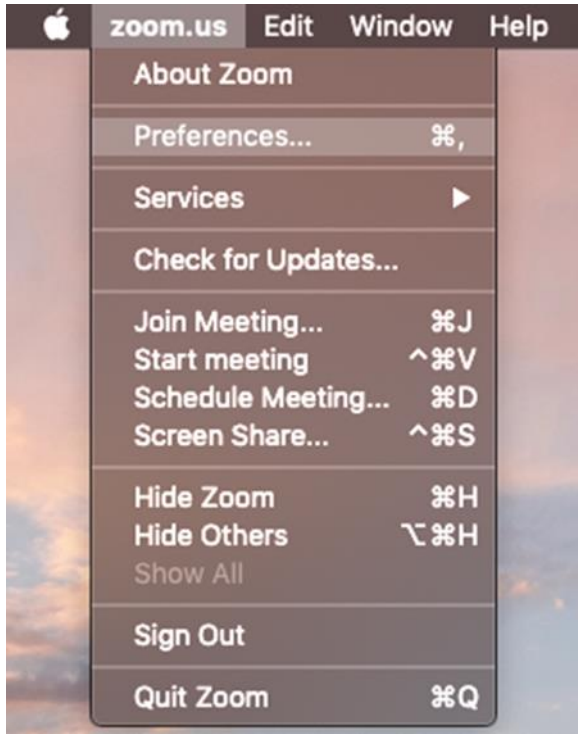
- Users must have a Zoom account in order to update their settings.

### INSTRUCTIONS

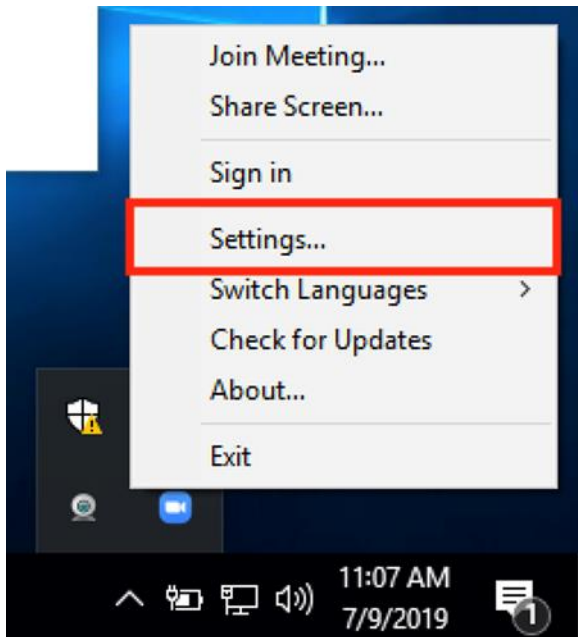
#### Disabling Video or Audio by Default

- To turn off video or audio by default when joining a meeting, access your Zoom settings. You can do this by:
- If signed in, click your profile picture, then click Settings in the Zoom client.



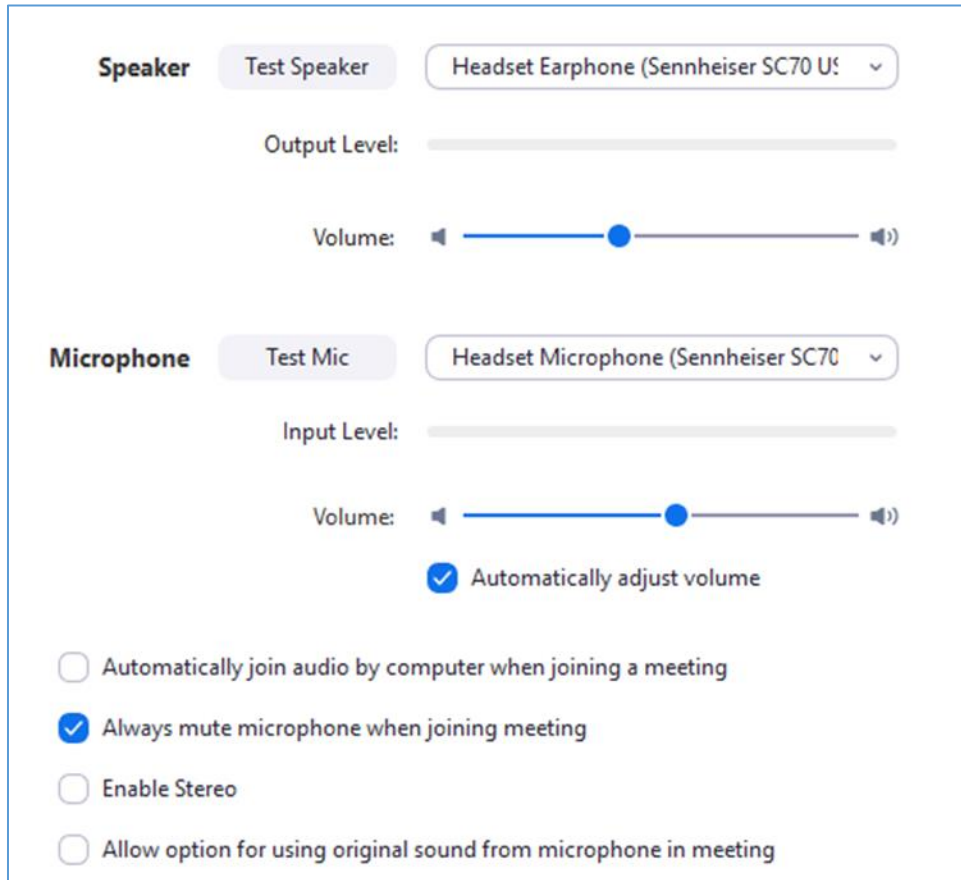


If signed out on Mac, click zoom.us in the top bar and choose Preferences.

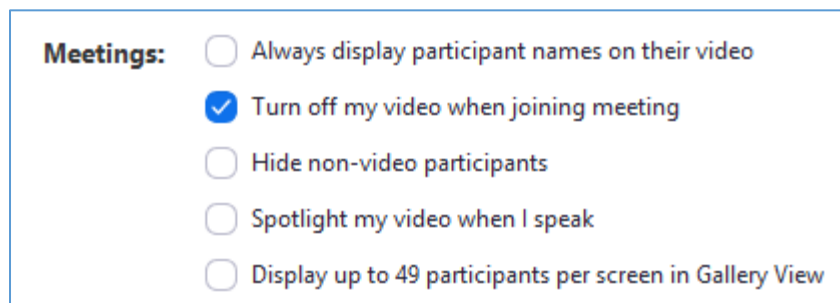


If signed out on Windows, click the arrow in the task bar, right-click on the Zoom icon, and choose Settings.

To disable your Microphone when joining a meeting, click Audio and select Always mute microphone when joining meeting.



To disable Video when joining a meeting, click Video and selecting Turn off my video when joining meeting.



## When Joining a Meeting

You can also disable audio or video before joining a meeting by toggling the following options after clicking "Join a Meeting:"

### Join a Meeting

  
  
 Do not connect to audio  
 Turn off my video

For assistance with [Zoom](#) contact Academic Innovation:  
[academicinnovation@utsa.edu](mailto:academicinnovation@utsa.edu) or (210) 458-4520