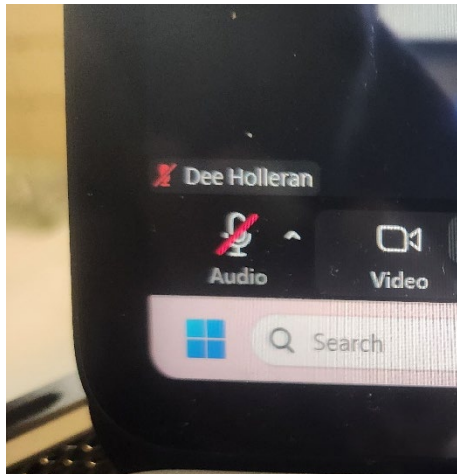
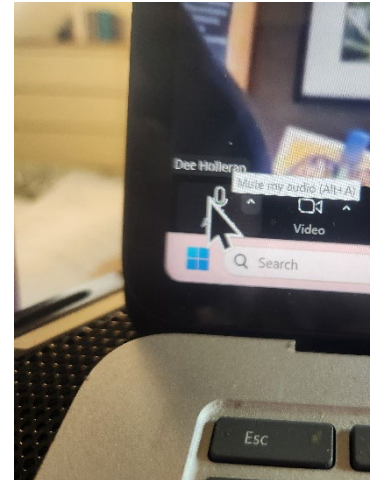


## How to MUTE and UNMUTE on Zoom

Because this is a two-way call, it's especially important that all participants understand how to mute and unmute their personal Zoom. Here are two important reminders:

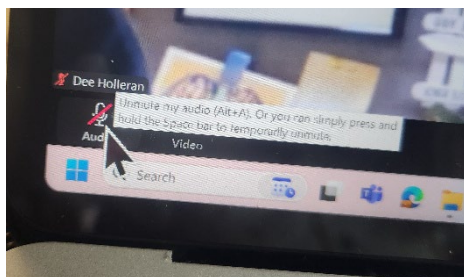
If you want to MUTE your Zoom, click your mouse on the microphone icon in the bottom right of your control bar. You will see a white pop-up screen that says "Mute My Audio." That little pop up is telling you what you are about to do.



Click on the microphone until you get a red line through it, as you see to the left.

When your microphone icon shows a little red line through it, that means your mic is muted.

To turn your microphone back on, click on the mic with the red line through it. You will see a white pop-up screen that says, "Unmute my Audio." As before, that little pop up is telling you what you are about to do.



When the red line goes away, as seen below, your mic is on and people can hear you talking.

