

KEEP YOUR MICROPHONE MUTE WHEN YOU ARE NOT SPEAKING!

How to mute the Zoom microphone on an Android phone

Tap anywhere on the **Zoom** screen, so **Zoom** control icons are displayed.

In the lower left, you will see a microphone icon, labeled **Mute**. The label means your microphone is turned ON.



Click that microphone and it will turn red, and there will be a slash over the microphone, and the label changes to **Unmute**. This means your microphone is muted.



Mute the microphone when you enter the meeting, and keep it muted unless you are speaking.

When you are finished speaking, mute the microphone again.

Make sure you are in a quiet room. This ensures background noise does not conflict with your voice, and that background noise does not conflict with meeting audio for you to hear.