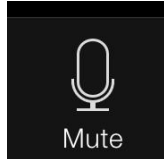


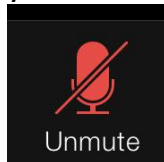
KEEP YOUR MICROPHONE MUTE WHEN YOU ARE NOT SPEAKING!

How to mute the microphone on iPad

- Tap anywhere on the screen so commands are displayed.
- In the upper right, you will see a white microphone icon, and it will say “Mute” below the icon. This means your microphone is turned ON.



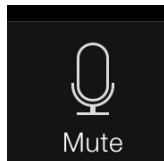
- Click that microphone and it will turn red, and there will be a slash over the microphone, and it will say “Unmute” below the icon. This means you are muted.



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

How to unmute the microphone on iPad

- Tap anywhere on the screen so commands are displayed.
- Click on the red microphone icon in the upper right.
- The microphone icon will turn white and it will say “Mute” below the icon. This means your microphone is turned ON.



When you are finished speaking, mute the microphone again.

Call from a quiet place in your house.

When your microphone is turned on, any sound within range will be heard by all participants. Go to a quiet room, and if possible close the door.