

## **Mute / Unmute for Apple Computers**

### **Desktop/mac mini/laptop:**

- 1) Scroll cursor to picture on screen. A width-wise box will appear along the bottom of your screen.
- 2) Find the unmute/mute microphone icon, which should appear on the left. As unmute, it will have a red line through it.
- 3) Click the icon to unmute. The steps are the same to mute - find the microphone icon on the left which will not have a red line through it. Click. Your microphone is now muted, and a red line appears through the icon.