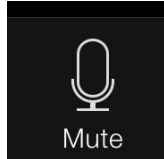


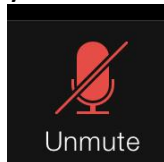
## **KEEP YOUR MICROPHONE MUTE WHEN YOU ARE NOT SPEAKING!**

### **How to mute the microphone on iPhone**

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



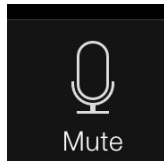
- Click that microphone and it will turn red, and there will be a slash over the microphone, and it will say “Unmute” below the icon. This means you are muted.



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

### **How to unmute the microphone on iPhone**

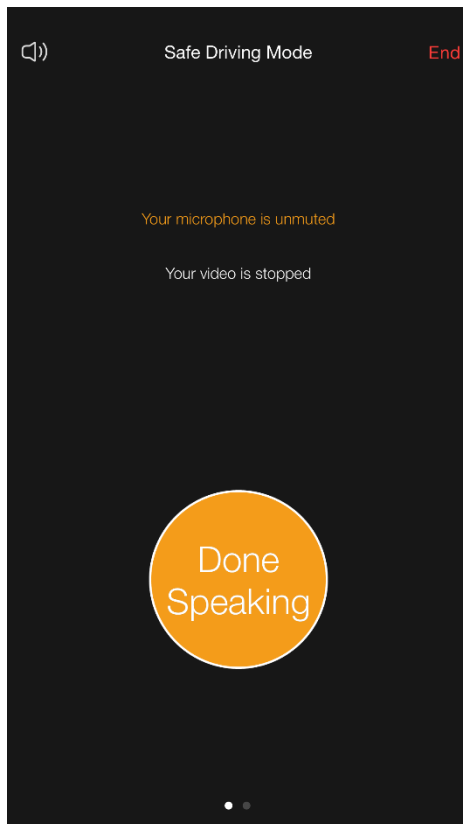
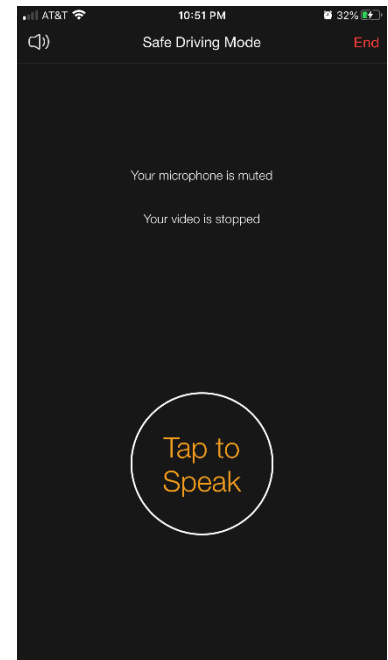
- Tap anywhere on the screen so commands are displayed.
- Click on the red microphone icon in the lower left.
- The microphone icon will turn white and it will say “Mute” below the icon. This means your microphone is turned ON.



When you are finished speaking, mute the microphone again.

## Another way to unmute the microphone on iPhone

- Swipe right on the screen until you are at the first screen. It will look like this -----  
-----→
- Press the circle that says “Tap to Speak”



←-----To go back to Mute mode,  
Press the circle that says “Done Speaking”

## 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.