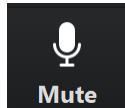


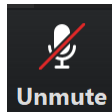
KEEP YOUR MICROPHONE MUTE WHEN YOU ARE NOT SPEAKING!

How to mute the microphone on a Windows computer

- If you don't see menu controls at the bottom of the screen, hit the Alt key or click your mouse anywhere in the meeting window.
- In the lower left of the screen, you will see a white microphone icon, and it will say "Mute" below the icon. This means your microphone is turned ON.



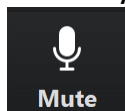
- Click that microphone and a red slash will appear on the microphone, and it will say "Unmute" below the icon. This means you are muted.



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

How to unmute the microphone on a Windows computer

- If you don't see menu controls at the bottom of the screen, hit the Alt key or click your mouse anywhere in the meeting window.
- Click on the white microphone with the red slash icon in the lower left.
- The red slash will go away 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.