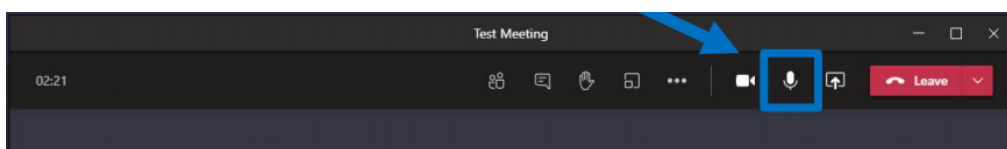




## MUTING AND UNMUTING YOURSELF

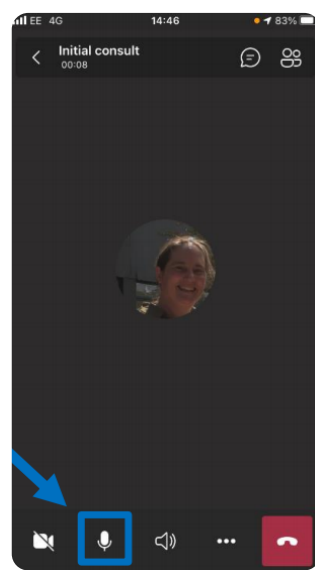
**1** WHEN YOU'RE IN A MEETING YOU MAY WISH TO TURN YOUR CAMERA OFF OR BE ASKED TO CHECK IT'S ON BY THE HOST. TO DO THIS, SIMPLY LOOK TO THE TOP RIGHT CORNER OF THE MEETING SCREEN AND YOU WILL SEE A CAMERA ICON.



**2** YOU CAN CLICK THE CAMERA TO TURN YOUR CAMERA ON AND OFF

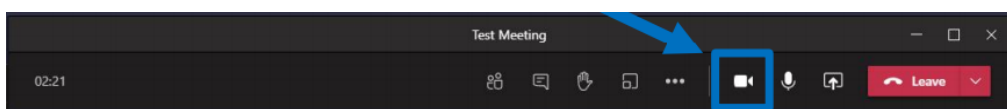
|   |   |
|---|---|
|  |                   |
| A solid white microphone icon indicates your microphone is on (others can hear you) | A solid white microphone with a diagonal line through it indicates you're muted (no one can hear you) |

**3** IF YOU ARE USING A MOBILE PHONE OR IPAD YOU WILL SEE YOUR CAMERA HERE





## TURNING YOUR CAMERA ON AND OFF

**1** WHEN YOU'RE IN A MEETING, YOU MAY WISH TO TURN YOUR CAMERA OFF OR BE ASKED TO CHECK IT'S ON BY THE HOST. TO DO THIS, SIMPLY LOOK TO THE TOP RIGHT CORNER OF THE MEETING SCREEN AND YOU WILL SEE A CAMERA ICON.



**2** YOU CAN CLICK THE CAMERA TO TURN YOUR CAMERA ON AND OFF

|   |  |
|---|--|
|  |         |
| A solid white camera icon indicates your camera is on (others can see you)          | A solid white camera with a diagonal line through it indicates it's off (no one can see you) |

**3** IF YOU ARE USING A MOBILE PHONE OR IPAD YOU WILL SEE YOUR CAMERA HERE

