

MS Teams - Mute/Unmute

Summary:

During a conference call or phone call, participants are able to mute their line so there is minimal background noise on the call. The best method of keeping the call noise-free is for all participants to mute their landlines while they are not speaking. There are a few ways to do so.

Muting:

There are a few ways to mute your mic on a call or a conference call.

- **Conference call:**
 - Press the microphone icon in the Teams Meeting
- **Desktop Phone:**
 - Press the microphone icon on the phone (It will turn red when you are muted)
 - Select the icon button on the screen (this will either be a touch screen or a button next to the icon)
 - Press *6 on the dial pad

Unmuting:

There are few ways to unmute your mic on a call or conference call.

- **Conference Call:**
 - Press the microphone icon in the Team Meeting
- **Desktop phone:**
 - Press the microphone icon on the phone
 - Select the icon button on the screen (this will either be a touch screen or a button next to the icon)
 - Press *6 on the dial pad

