Turning On/Off Your Microphone or Webcam in Google Meet

<table>
<thead>
<tr>
<th>Steps</th>
<th>Screen Shot</th>
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<tbody>
<tr>
<td>1. Once you have joined your class Meeting, you will see this toolbar at the bottom of your screen.</td>
<td><img src="image1.png" alt="Microphone and Webcam icons" /></td>
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</tbody>
</table>
| 2. To turn on/off your microphone, click the **Microphone** icon (on the left).  
  - When the microphone icon is white, the microphone is on.  
  - When the microphone icon is red, the microphone is off | ![Microphone on and off](image2.png) |
| 3. To turn on/off your Webcam, click the **Video Camera** icon (on the right).  
  - When the video camera icon is white, the Webcam is on.  
  - When the video camera icon is red, the Webcam is off | ![Webcam on and off](image3.png) |

**Please note:** While the microphone and Webcam are off, your student can access materials, see and listen to the class discussion; but cannot be seen or heard by the teachers or other students.