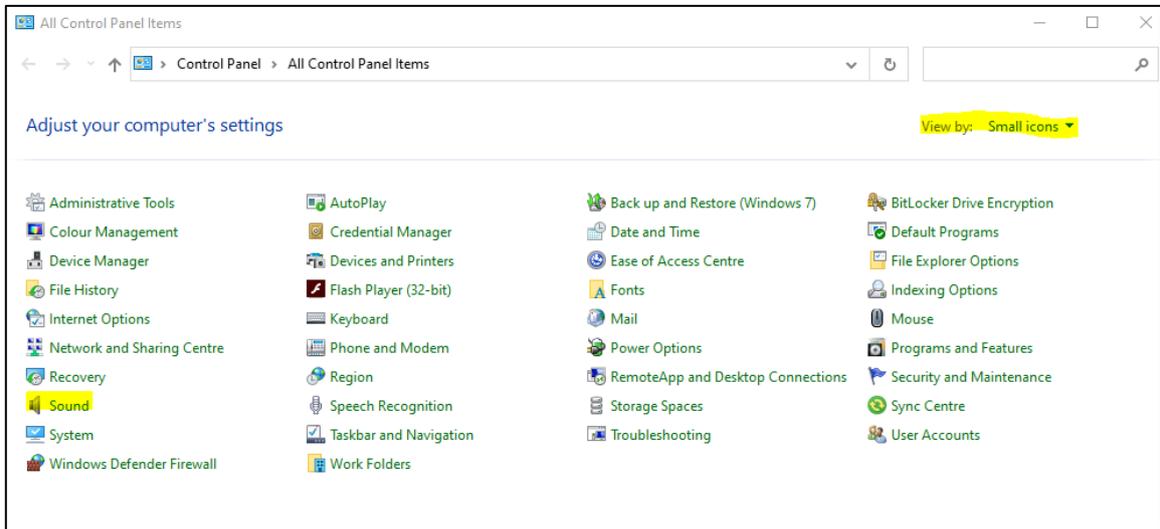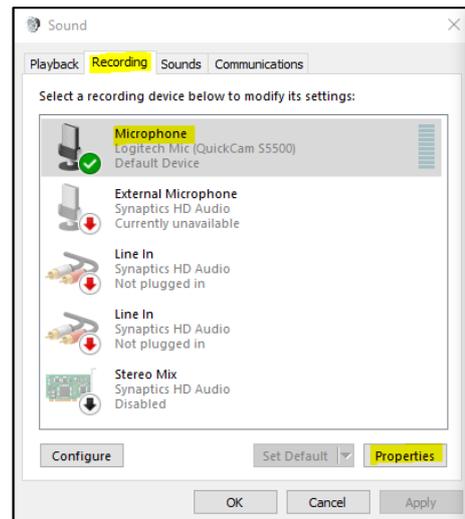# How to unmute your microphone on a school laptop

1. Search **'Control Panel'** from Windows start menu

2. In Control Panel, change the **'View by'** to **'Small icons'** at the top right of the screen



3. Click **'Sound'**

4. In the Sound menu, select **'Recording tab'**, highlight the microphone and click **'Properties'** button at the bottom.



5. In the **'Microphone Properties'** screen, select **'Levels'** tab and then click the button to the right of the level box if it has a red mute sign on it.

6. The microphone is now unmuted.