

## City Clerk Staff

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**From:** Marty Rehbein  
**Sent:** Wednesday, August 24, 2022 9:48 AM  
**To:** Grp. City Council and City Web Site  
**Subject:** Keyboard shortcuts to mute/unmute in Teams

On the Teams desktop app, you can also choose to stay muted to avoid unwanted interruption or noise during a meeting and rapidly respond when called upon. To quickly unmute, hold down the keys **Ctrl+Spacebar** (Windows) and **Option+Spacebar** (Mac). Release keys to go back to muted state again.

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