

# MUTE (TURN OFF) SOUND

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The only thing worse than a cell phone ringing during a meeting is to hear the “Windows XP Startup” playing loudly. When you attend a meeting wherein you are permitted to use your laptop, please “mute” your system’s sounds.

You need to make these changes to your volume settings *before* the meeting starts. Once made, when you startup or exit your system, you will not hear any sounds — and no one else will either.

1. Left-click on the Speaker icon on your TaskBar (**Figure 1**)

2. The window disappears and you will not hear any more sounds.

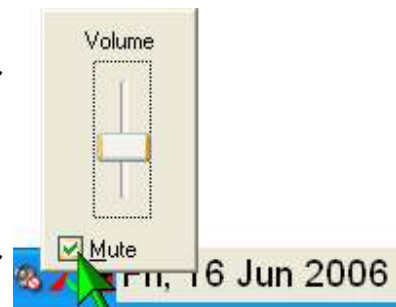


Figure 1

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**NOTE:** Removing that check will turn your sound on.

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