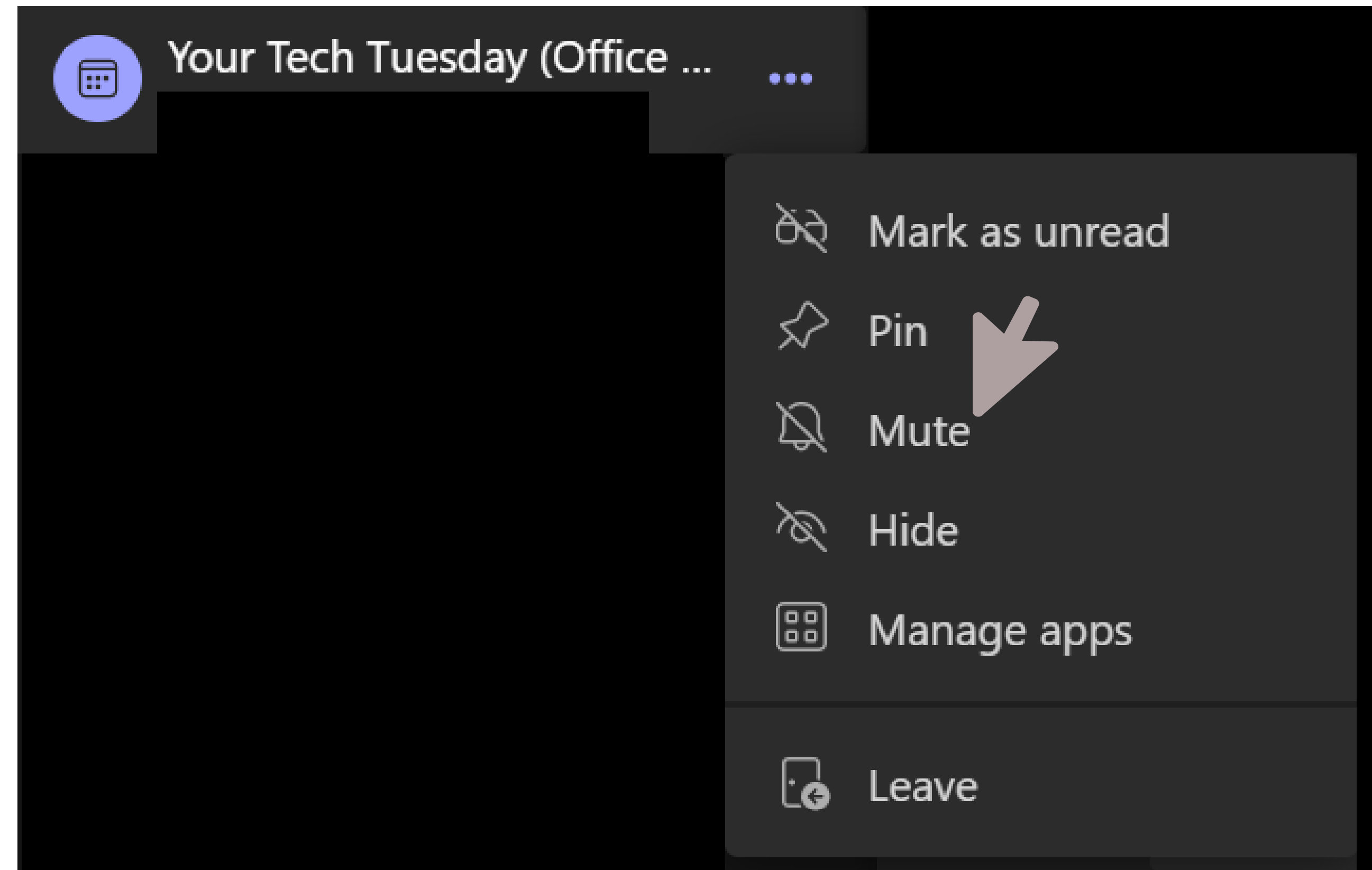**1**

Go to the Team you would like to Mute via the Chat bubble

2

Click the **Three Dots** and select **Mute**

3

Once you have selected **Mute**, you will notice a **mute symbol** as the displayed picture. You have successfully muted your Team!