**Lock and Unlock Talking**

Wimba Classroom by default has users click and hold the `<Talk>` button or the **Ctrl** key on the keyboard in order to talk through the microphone. The lock feature allows the user to use the microphone hands-free. To enable this feature:

1) **Click Options**

![Options menu](image1)

2) From the expanded **Media Options** menu, click **Lock Talk**.

![Media Options menu](image2)

3) The Talk button will now show a padlock image and will be highlighted orange. To mute the microphone, click and hold on `<Talk>` or press the **Ctrl** button on the keyboard.

![Talk button](image3)