

Turn Off Smart Speaker Recordings When Working from Home.



When users work from home, they should always [turn off](#) or [disable voice recordings](#) on smart speaker devices, such as [Amazon's Alexa](#) or [Google Home](#), to reduce the risk of any privacy and security breaches. For guidance on how to do this, please follow the step-by-step instructions below. If users are using a different device, please review the device settings and if in any doubt, please turn off the device completely when working from home.

Alexa

Disable Smart Speaker Audio Recordings

- Open the [Alexa App](#).
- Open the [menu](#) in the upper left corner and select [Settings](#).
- In the [settings menu](#), select the option that says [Alexa Account](#).
- Under the [Alexa Account Menu](#), Select the option that says [Alexa Privacy](#).
- The [Alexa Privacy menu](#) is users inform Amazon not to use their voice recordings for research and development purposes. Start by selecting [Manage Your Alexa Data](#).
- In this menu, first select [Manage your voice recordings](#) section.
- Select [Automatically delete recordings](#)
- Choose a time to periodically delete all recorded voice commands.



This will help keep users data private from attack and future uses by Amazon. To do this with a voice command- say: "[Alexa, delete everything I said today](#)."

- Navigate to the second section called [Help improve Alexa](#).
- Make sure that the option that says *Use Voice Recordings to Improve Amazon Services and to Develop New Features* is [disabled](#).



This will prevent voice recordings from being directly used by the Alexa team.

Google Home

Disable Smart Speaker Audio Recordings



Prevent Google Home from listening to conversations.

Turn off the [microphone](#) or [change the privacy settings](#) to prevent Google from storing any audio activity.

Mute the Microphone

To temporarily stop the Google Home from listening at all, mute the speaker's microphone. The location of the microphone switch varies depending on which model of speaker you own. Here are the most common places to look:

- Google Home: The microphone mute button is located at the back of the speaker. Press it to mute or unmute.
- Google Home Mini: The microphone mute button is a switch found near the power cord. Slide it to mute or unmute the microphone.
- Google Home Max: The microphone mute button is a switch on the back of the device. Slide it to mute or unmute the microphone.

Turn Off Voice and Audio Activity

From a PC

- Go to myactivity.google.com
- Click the [settings](#) bars in the top left.
- Select [Activity controls](#) in the menu.
- Scroll down to [Voice & Audio Activity](#).
- Toggle Voice & Audio Activity [off](#).
- Google will comment to check confirmation and explain what it means. Click [Pause](#) to confirm.

From the Mobile App

- Open the [Google Home](#) app
- Tap the [profile](#) icon in the bottom right
- Tap [My Activity](#)
- Tap the edit [pencil](#) by [Web Activity is On](#)
- Scroll down and tap [Show All Activity Controls](#)
- Scroll down to [Voice & Audio Activity](#)
- Toggle [Voice & Audio Activity](#) [off](#).
- Go Google will comment to check confirmation and explain what it means. Click [Pause](#) to confirm.



From within your account it is also possible to review and delete past recordings.