



## AUDIO SETTINGS

TEAMS WILL RECOGNISE THE AVAILABLE VIDEO AND AUDIO DEVICES AND USE THE MOST APPROPRIATE OPTION FOR YOUR MEETING. IF PEOPLE IN A MEETING CANNOT HEAR YOU, YOU MIGHT BE ON MUTE OR YOU MIGHT NOT HAVE CONFIGURED YOUR MICROPHONE CORRECTLY. TO CHANGE YOUR SPEAKER, MICROPHONE OR CAMERA SETTINGS DURING A CALL OR IN A MEETING

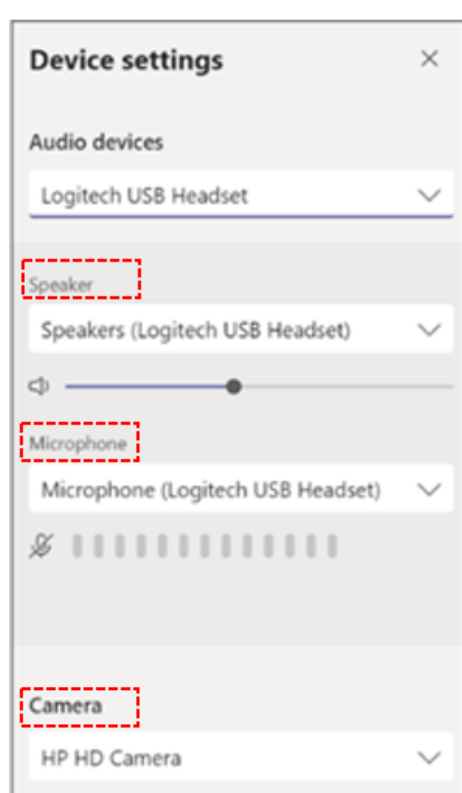
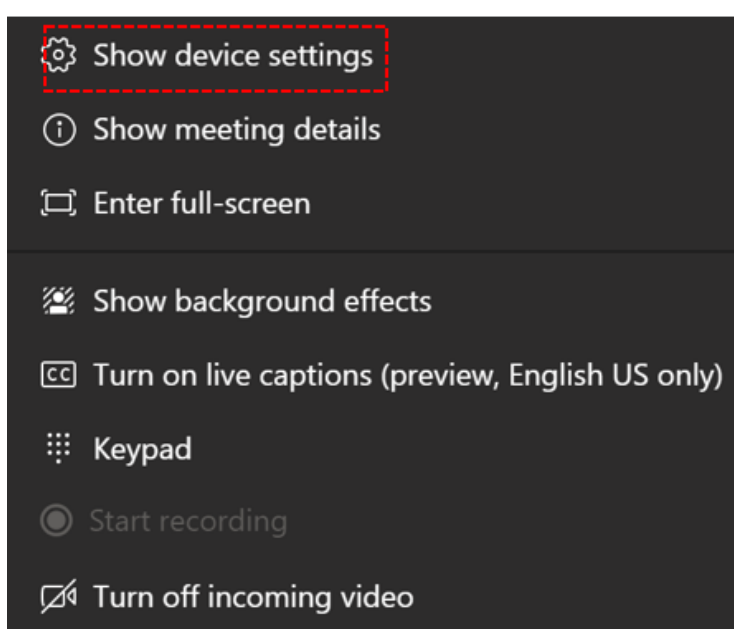
1

SELECT MORE ACTIONS



2

SELECT SHOW DEVICE SETTINGS



3

SELECT THE SPEAKER, MICROPHONE AND CAMERA OPTIONS YOU WANT.



## VIDEO SETTINGS

1

BEFORE JOINING A SCHEDULED MEETING, YOU CAN CHOOSE TO TURN YOUR VIDEO AND MICROPHONE ON OR OFF. YOU CAN ALSO SPECIFY THE DEFAULT DEVICE TO USE.

IF JOINING VIA THE TEAMS DESKTOP CLIENT, YOU WILL SEE THESE ICONS:

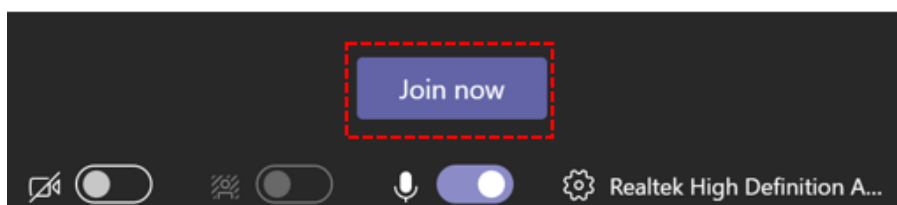


IF JOINING TEAMS VIA A WEB BROWSER, YOU WILL SEE THESE ICONS:



2

ONCE YOU HAVE SELECTED YOUR AUDIO AND VIDEO SETTINGS, CLICK JOIN NOW TO JOIN THE MEETING.



3

TO LEAVE THE MEETING, SELECT HANG UP.

