

Teams Resources for Students

Setting up Audio and Video Settings

Properly configuring your audio settings in Microsoft Teams is essential for clear communication during video conferencing. This guide explains exactly where and how to change your audio settings to solve common issues such as not sounding clear to other meeting participants.

Method 1: Changing Audio Settings from the Teams Application

1. Click on your profile icon in the top right corner of the Teams application
2. Select **Settings** from the dropdown menu
3. Click on **Devices** in the left sidebar

In the **Devices** section, you'll have access to several audio configuration options:

Audio Device Selection

- At the top of the page, you'll see options for custom setups and default configurations
- These include options such as connected headsets, internal PC microphones, speakers, and any custom setups you've created

Input and Output Configuration

- **Speaker settings:** Click the dropdown menu to select your preferred speaker device
- **Microphone settings:** Click the dropdown menu to select your preferred microphone

Camera Settings

- Select between integrated webcams or external cameras
- A preview window will display below if you're using a camera, allowing you to see how you appear

Method 2: Adjusting Settings Before Joining a Meeting

You can also adjust your audio settings right before joining a Teams meeting:

1. When you see the **Join Meeting** screen
2. Click the **gear icon** (settings)
3. The same audio settings will appear on the right side of the screen
4. Adjust as needed before joining

Method 3: Changing Settings During a Meeting

If you need to make audio adjustments during an active meeting:

1. Click the **three dots** (More actions) in the meeting controls
2. Select **Show device settings**
3. The audio settings panel will appear on the right side of the screen
4. Make your adjustments as needed

Knowing how to access and adjust your audio settings in Microsoft Teams helps ensure clear communication during your virtual meetings. If you encounter any issues other than those covered in this guide, reach out to IT Support at 905-845-9430 x2150 for additional assistance.