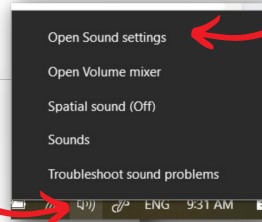


AUDIO SETTINGS IN TEAMS MEETINGS

Are you having difficulty making your audio work consistently when in a Teams meeting?
See below for some tips . . .

Computer Sound Settings. . .

Right click sound icon -> Open Sound Settings



Sound

Output

Choose your output device

Realtek HD Audio 2nd output (Realtek(R) Audio) ▼

Certain apps may be set up to use different sound devices than the one selected here. Customise app volumes and devices in advanced sound options.

[Device properties](#)

Master volume



Troubleshoot

[Manage sound devices](#)

Input

Choose your input device

External Mic (Realtek(R) Audio) ▼

Certain apps may be set up to use different sound devices than the one selected here. Customise app volumes and devices in advanced sound options.

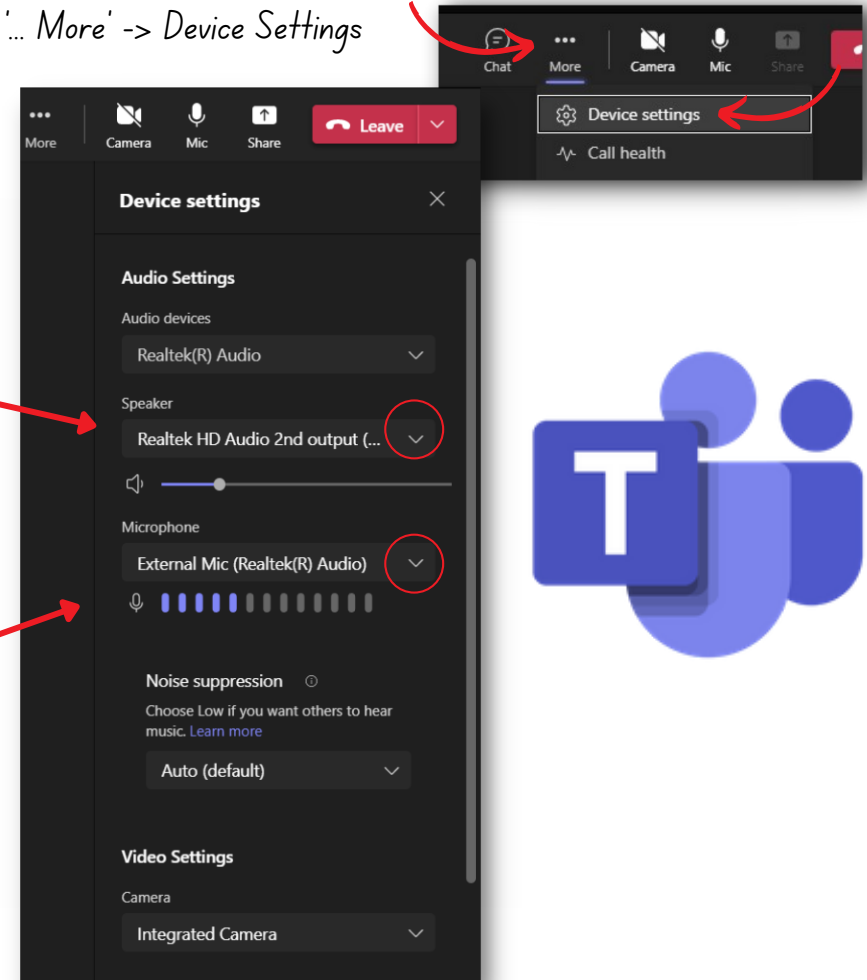
[Device properties](#)

Test your microphone



match the Teams Audio Settings

'... More' -> Device Settings



If they don't match, click on the drop down arrow in TEAMS audio settings OR DEVICE sound settings to select ones that match AND are the ones that you are using..