

Microsoft Teams Device settings

Before and during a Microsoft Teams Meeting

When using a headset, headphones or camera with your computer or mobile device you will need to manage your device settings in Microsoft Teams.

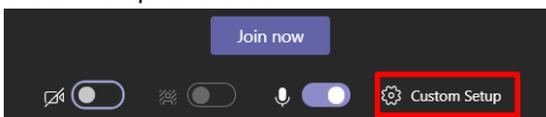
Device Settings on a desktop and laptop

Configuring settings before meetings

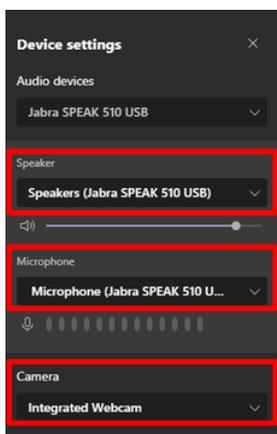
1. Ensure your headset, headphones and camera are plugged into your desktop or laptop.

Important: If you have no microphone or camera you can still join a Microsoft Teams meeting. You will just have no webcam image of yourself or able to communicate verbally.

2. To manage device settings before joining your *Microsoft Teams* meeting, click on the **Cog** icon next to the microphone slider.



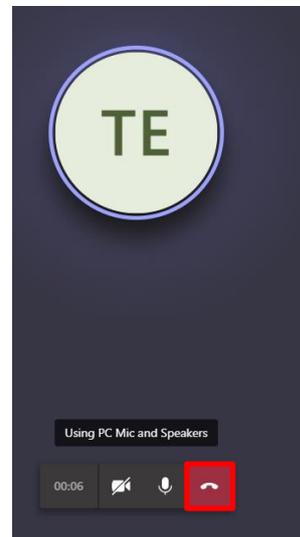
3. The device settings panel will open on the right side of the screen. From the **Speaker**, **Microphone** or **Camera** drop-down select the correct device/s.



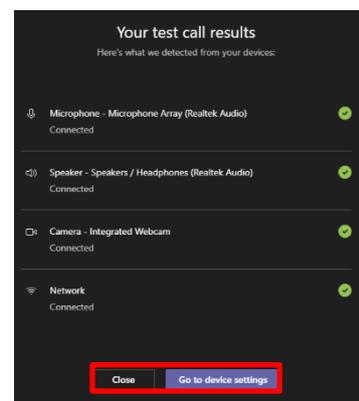
4. Before joining a *Microsoft Teams* meeting you can make a test call in 'Device Settings' by clicking on **Make a Test call**.



5. You will be taken to a test call meeting and prompted to record a short message, which will be played back to you. This enables you to assess audio and video quality from your device. Then click **Hang up**.



6. The test results screen will appear. If everything is connected click **Close**.



Note: If anything is disconnected click 'Go to device settings' and select a different speaker, microphone or camera.

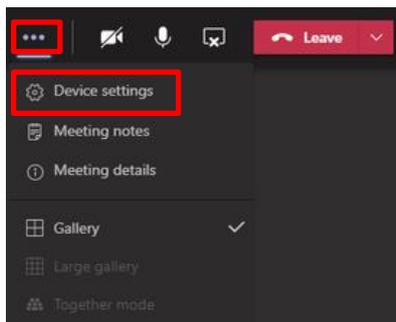
7. Click on **Join now** to enter your meeting.

Manage device settings during a meeting

1. Ensure your headset, headphones or camera are plugged into your desktop or laptop.

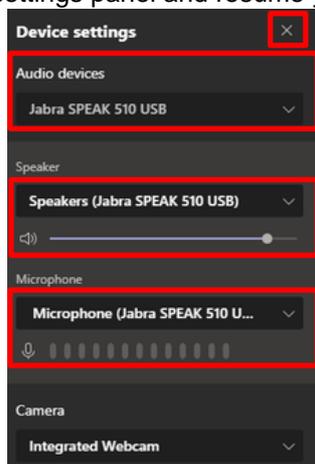
Important: If you have no microphone or camera you can still join a Microsoft Teams meeting. You will just have no webcam image of yourself or able to communicate verbally.

2. To manage device settings during a meeting, click on the **three dots** in your meeting toolbar, then select **Device settings**.



3. The device settings panel will open on the right side of the screen. From the **Speaker, Microphone or Camera** drop-down select the correct device/s.

Click on the **X** in the right-hand corner to close the device settings panel and resume your meeting.

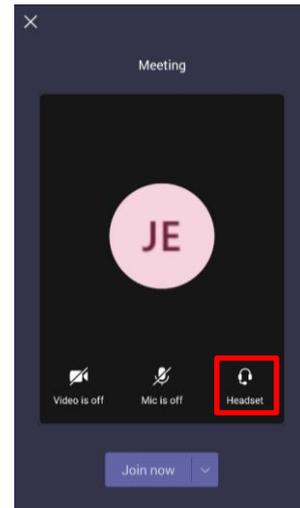


Meeting on Mobile device

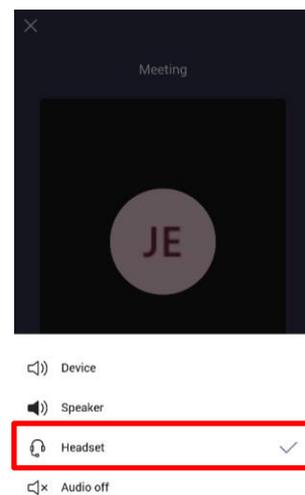
When using *Microsoft Teams* on a mobile device it is preferred to use headphones or a headset for confidentiality and audio clarity.

1. Plug your headset into the phone audio jack.
2. Click on the **'headset'** icon in the bottom right hand corner.

Note: This icon may appear as a speaker or headset on your mobile device.



3. The device settings menu will appear, select your **headphones or headset** from the list.



Note: The image has 'Headset' selected, this may change depending on your devices.

4. Exit the device settings menu and click **Join now** to join your *Microsoft Teams* meeting.