Author: Jonathan Bird
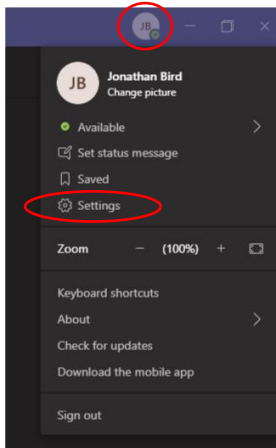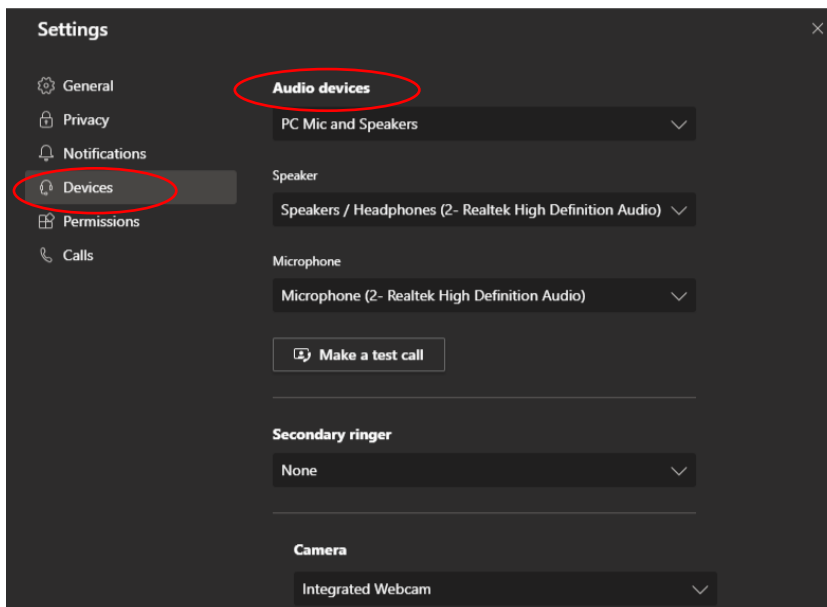
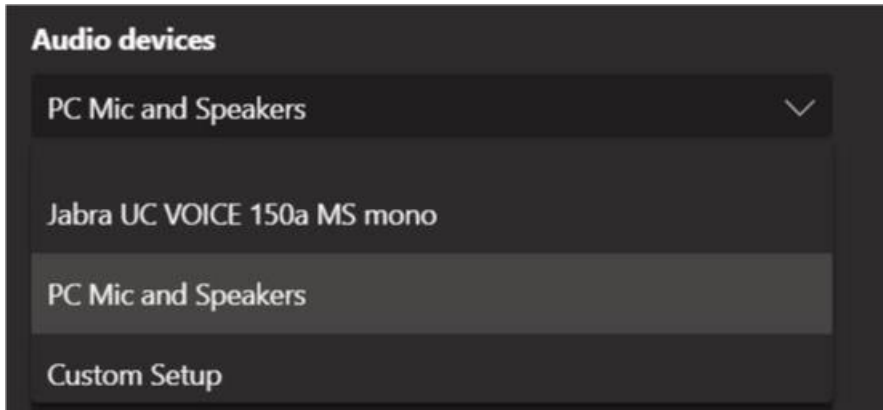# How to configure Speakers/Microphone

1. Open the Microsoft Teams Application

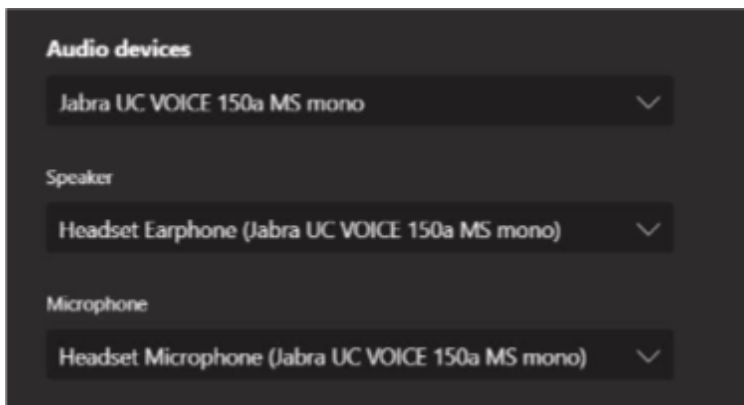2. Go to settings, press your initials in the top right corner of Teams and go to settings as below:

3. Go to Devices in settings as below: The below audio device is configured to use the built in PC Mic and Speaker
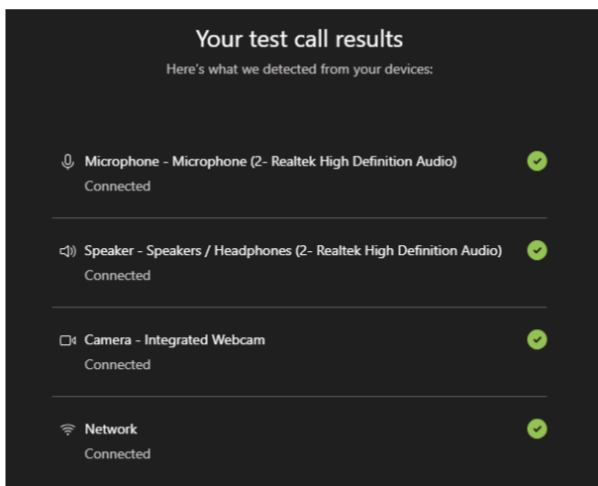
4. Configuring other devices: (EXAMPLE – You will see different devices based on your device)
   a. If you are using a headset for Teams, when the device is attached to the PC, you will be presented with alernative devices to select from in the audio device section. For example a Jabra headset has been connected to this PC.

   b. When the Jabra device has been selected via the dropdown menu in "Audio Devices" it will change the speaker and mic to use the device attached as below:

   c. The Jabra device is now set as the default device for Microsoft Teams to use.

5. Testing the device: After you have selected the device you would like to use, you can test your configuration by pressing the "Make a test call" button. This will ask you to say a message through your device and it will play it back to you to confirm its working. After the test has finished, it should display the screen as per below:

Congratulations! You have sucessfully configured Microsoft Teams with your device.