Microphone Settings

> *This article is intended for end users on Evolve Teams solution*

I. Change your default mic, speaker, or camera

To select the mic, speaker, and camera you want Teams to use for calls and meetings, click your profile picture at the top of Teams, then **Settings** > **Devices**.

Under **Audio devices**, pick the speaker and mic you want Teams to use by default.

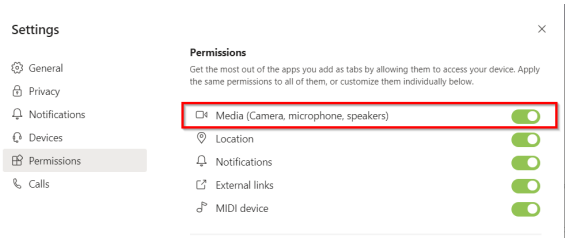
Under **Camera**, select the camera you want Teams to use, and see a preview of that camera's video.

If you have multiple certified devices connected to your computer, you can set one as your **secondary ringer**, which means it'll ring when a call comes in. Answer incoming calls on any device—not just the ones that ring.

II. Enable media Permissions

Click your profile picture at the top of Teams, then **Settings** > **Permissions**.

Enable **Media (Camera, Microphone, Speakers)**



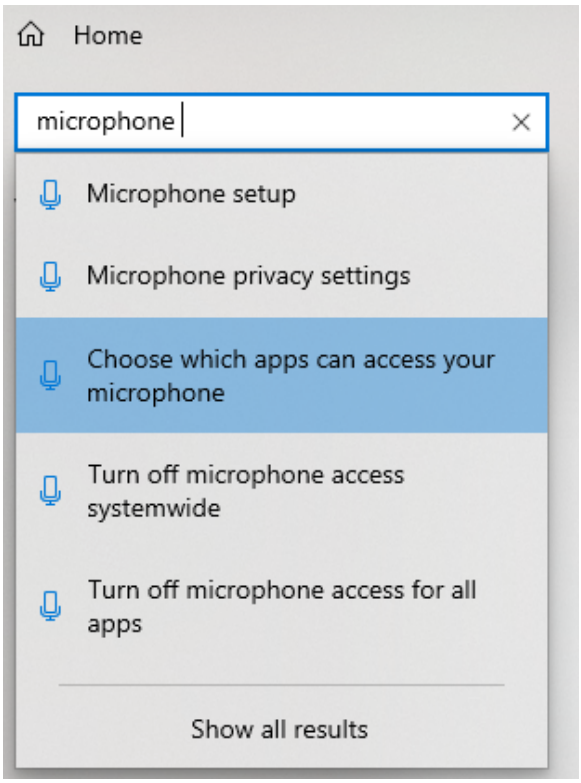
III. Microphone not working on Windows laptops for Teams calls

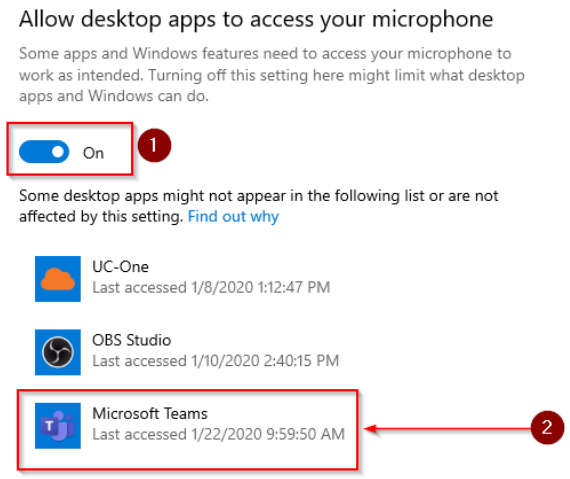
Step 1: Go into Windows settings and search for 'Microphone'

Step 2: Select the following: 'Choose which apps can access your microphone'

Step 3: Toggle ON for Desktop apps to access your microphone

Step 4: Select/Verify that Microsoft Teams has access to the microphone





IV. Making a Teams Test Call

To make a test call with the desktop client, click your avatar (picture) in the top bar and select Settings, then Devices. Make sure that the right audio devices are selected for the test and then click **Make a test call**

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