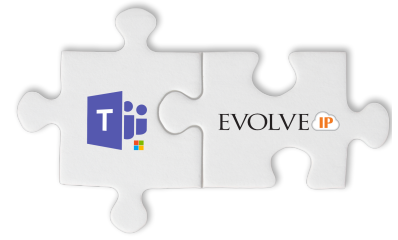# Microphone Settings

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)**
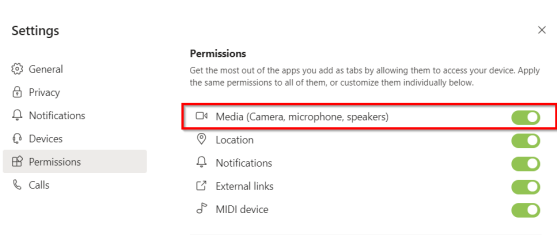
III. Microphone not working on Windows laptops for Teams calls

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
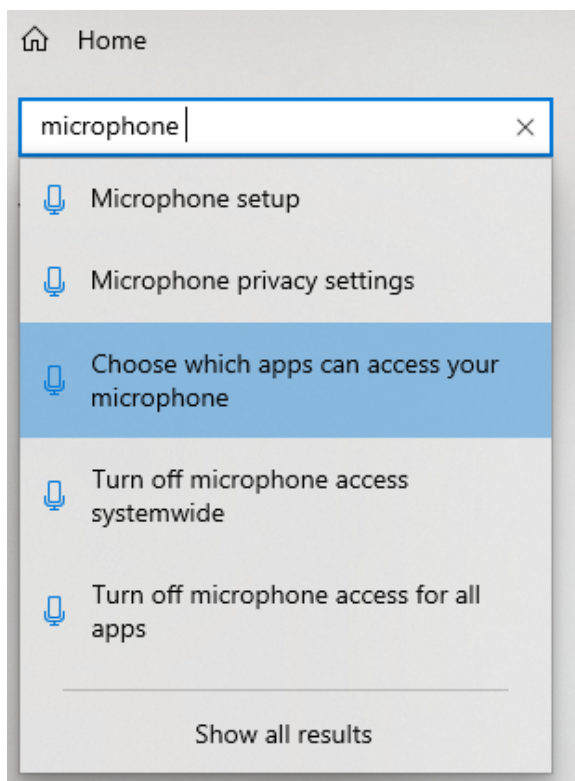
Allow desktop apps to access your microphone

Some apps and Windows features need to access your microphone to work as intended. Turning off this setting here might limit what desktop apps and Windows can do.

 ①

Some desktop apps might not appear in the following list or are not affected by this setting. Find out why

UC-One
Last accessed 1/8/2020 1:12:47 PM

OBS Studio
Last accessed 1/10/2020 2:40:15 PM

Microsoft Teams
Last accessed 1/22/2020 9:59:50 AM   ←   **②**
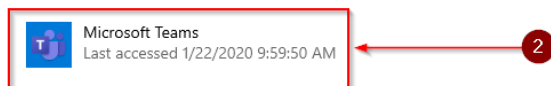
IV. Making a Teams Test Call

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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