Microsoft Teams Lesson 18 – Testing Sound/Video Before a Meeting

Supporting video: https://www.youtube.com/watch?v=z348wjYxF5Q

Test your audio and video equipment before your meeting to ensure a successful event.

1. Click on the **Settings and More** button in the top right corner of Teams. This is the … (ellipse) button in the corner by your initials or profile picture.

2. Click **Settings** (gear icon) and then choose **Devices** on the left menu.

3. Select the appropriate speaker, microphone and camera as shown/described below.

4. Click the **Make test call** button to make sure you've made the right choices.

Choose your PC's speaker, microphone, and camera options in advance.
Some meeting platforms do not allow you to switch devices during a meeting already in progress.

Speaker: Most modern computers have built-in speakers but it is also possible to have a number of other speaker options connected to your computer.

- Headphones or earbuds
- External desktop speakers
- Computer monitors with built-in speakers.

Microphone: It is possible to have multiple microphones as well. Your computer's built-in mic would have **Conextant, Realtek or Mic array** in the name. The mic included with your web camera could show as Logitech or may just have USB in the name.   If you have a set of headphones with an attached boom mic, that could show up with Logitech or USB in the name.   In Conference A or Conference C, the microphone should show up as **Echo Cancellation Speaker Phone.**

Camera: If you only have one camera, it will show as your default option. If you have multiple cameras, you can choose from the list found here.   Your internal camera might have **HP** in the name. External cameras may have **USB** or **Logitech** in the name.   In Conference A or Conference room C, the camera should show up as **Logitech Conference Cam cc3000e**.

You should be able to see yourself in the preview.   If you use a laptop and your lid is closed, the preview will be black.