This user guide gives guidance on checking the audio and video settings in Microsoft Skype for Business on a Mac. For further details of how to use Skype for Business for online meetings, see our user guide *Skype for Business (Mac) Online Meetings*. If your meeting includes users of personal Skype or other external participants, send them a Skype for Business meeting invitation through Outlook, as some features are limited or not available with personal Skype users.

**Check your audio and video devices**

Always check that any audio and video devices are working properly before meetings to prevent problems when taking part in the meeting.

- Connect the audio and video devices (if not built-in) to your computer.

**Audio**

1. Click the **Apple menu** and select **System Preferences**.
2. Click **Sound**, then click the **Input** tab.
3. Make sure the device you want to use appears in the device list.
4. Speak into the microphone. The input level indicators flash to show that the microphone is picking up sound successfully. Use the Input volume slider bar to increase the microphone level if the blue bar does not pick up sound.

**Video**

1. Launch Skype for Business and press **Command + ,** (comma), or click the **Skype for Business** menu and select **Preferences**.
2. Select the **Audio/Video** tab.
3. Make sure that the device you want to use appears in the drop-down list.
   - You should see a preview of the camera to indicate that it is working correctly.
4. Close the Preferences window.

**Further information and help**

Contact the Service Desk at [https://myit.abdn.ac.uk](https://myit.abdn.ac.uk) or [service.desk@abdn.ac.uk](mailto:service.desk@abdn.ac.uk).