

# MS Teams: Check device settings

It's always a good idea **before a Teams meeting** to check that the settings for any devices you plan to use (e.g. speakers, microphone, or a headset) are correct and that the devices are working. This is particularly important if you have been switching between different devices, for example switching between a headset and your computer's built-in speakers.

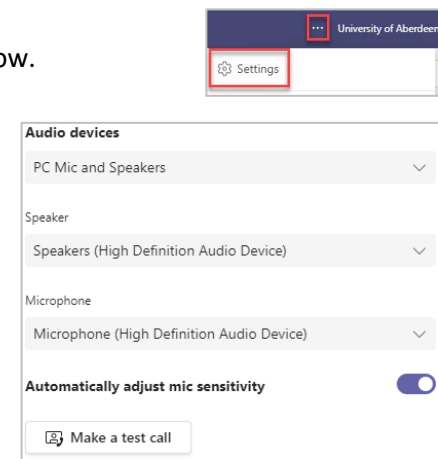


**Before you start:** If you intend to use a headset, headphones, or webcam, make sure these are connected to your main device.

## Checking settings in Teams Desktop App

1. Launch the Teams app – this is available as a shortcut on all staff desktops.
  - If you are a student, and you don't have a University device, you will need to launch the **Teams Office 365 App**, as described below.
2. Click the three dots (ellipsis) at the top right of the Teams window.
3. Click **Settings**, then **Devices**
4. Check that the device/s you want to use (ie Speaker, Microphone, and Camera if available) are displayed in the relevant drop-down lists. If they aren't, click the relevant drop-down arrow and select the device you want.

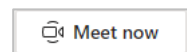
**Note:** Click **Make a test call** and follow the prompts to check the call quality of your microphone.



## Check settings in Teams Office 365 App

You can access Teams via *any* Microsoft 365 app. For example, via Outlook:

1. Go to [www.outlook.com/abdn.ac.uk](http://www.outlook.com/abdn.ac.uk)
2. To launch Teams, click the **App launcher** (the 'waffle' icon) at the top left of the window and click **Teams** from the Apps area.
3. In Teams, click the **Calendar** from the App Bar at the left of the Teams window.
4. Click **Meet Now**<sup>1</sup> at the top right of the Calendar window.
5. Click **Start meeting** to display a meeting window.
6. Click the **cog** at the bottom of the preview to display the Device settings at the right of the screen.
7. Check that the device/s you want to use (ie Speaker, Microphone, and Camera if available) are displayed in the relevant drop-down lists. If they aren't, click the relevant drop-down arrow and select the device you want.
8. Close the meeting preview window



## Further help and support

Use MyIT to log calls with the IT Service desk <https://myit.abdn.ac.uk/>

<sup>1</sup> This button may not appear if you are using Firefox as your browser. We recommend using Edge, Chrome or Safari.