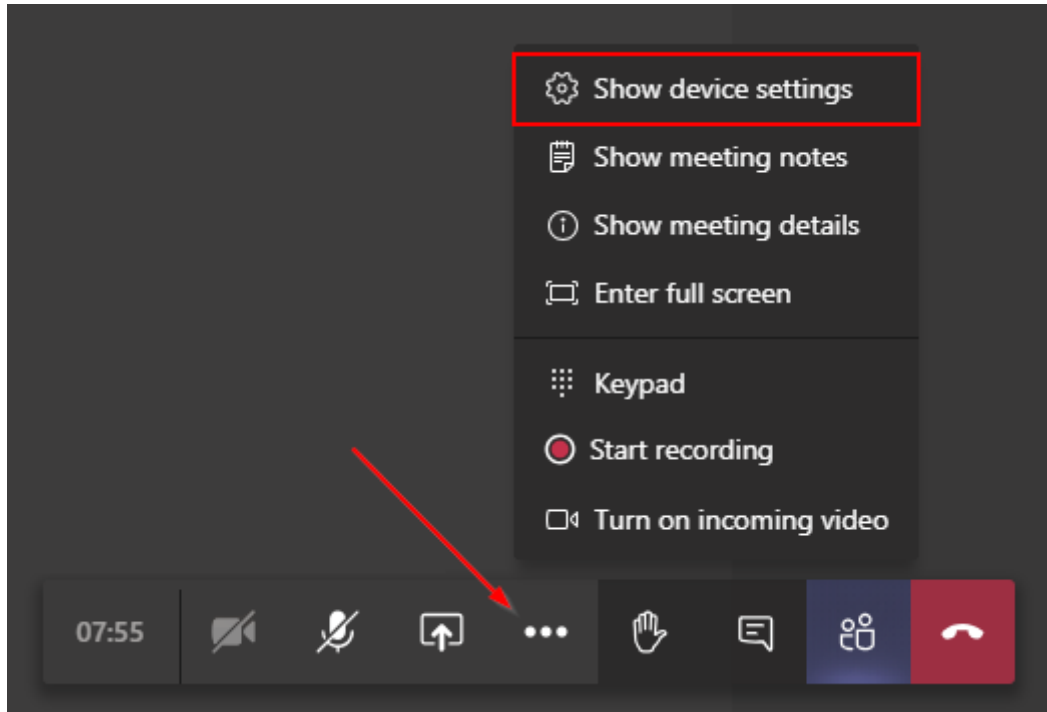


How to Adjust the Volume in a Microsoft Teams Meeting

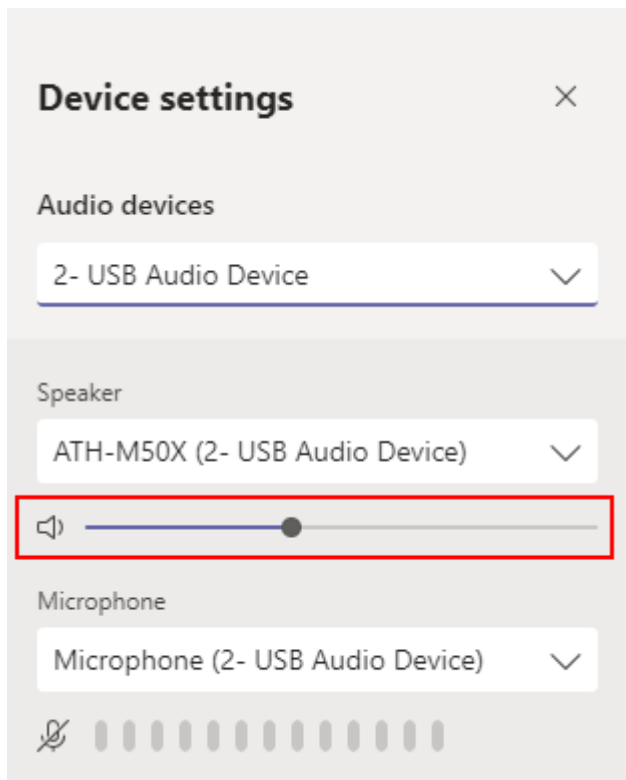
Microsoft Teams can adjust volume settings while in a meeting. Here's how to raise or lower the volume in a Teams meeting.

Adjust Volume in the Teams Desktop Client

Step 1: While in a Teams meeting, click the 3 dots in the **options** bar and select **Show device settings**



Step 2: In **Device Settings** at the right of the Teams meeting, adjust the volume bar under **Speaker** to lower or raise the volume

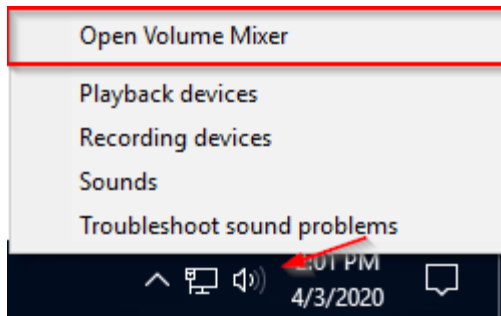


Another method of changing the volume is below:

Adjust Volume via the Windows Volume Mixer

If you're unable to adjust the volume in the Teams client, then you can always use the Windows volume mixer instead.

Step 1: Right click the speaker icon at the bottom right of your computer's task bar and select **Open Volume Mixer**



Step 2: Find Teams in the **Volume Mixer** and use the slider to raise or lower the volume

