



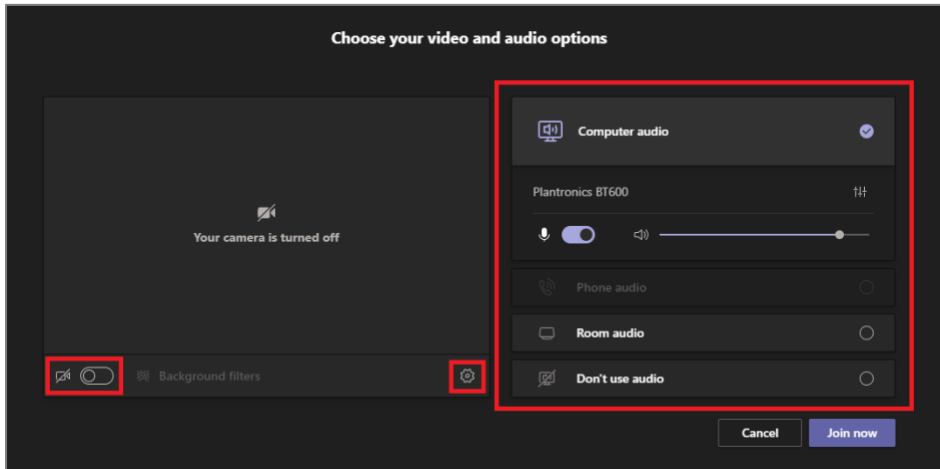
# Teams: Settings

Center for Innovation in Teaching and Learning

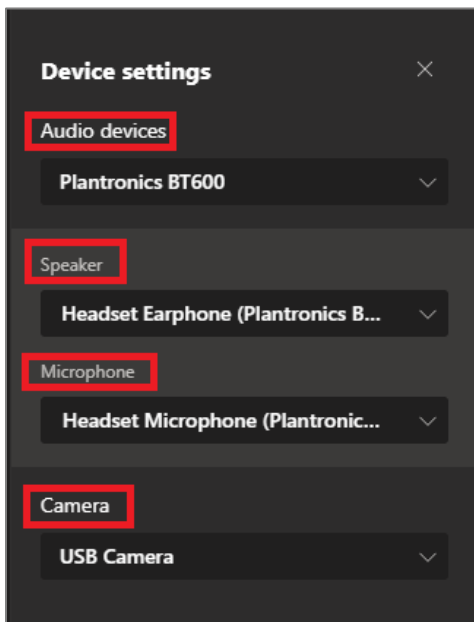
Before you join your meeting, be sure to look at the settings to make sure everything is in working order. However, you can always change a setting during the meeting as well.

## To View Settings Before Joining a Meeting

1. Before you join the meeting, you can toggle your **video camera** on and off as well as select your **audio** from the *video and audio options* screen.

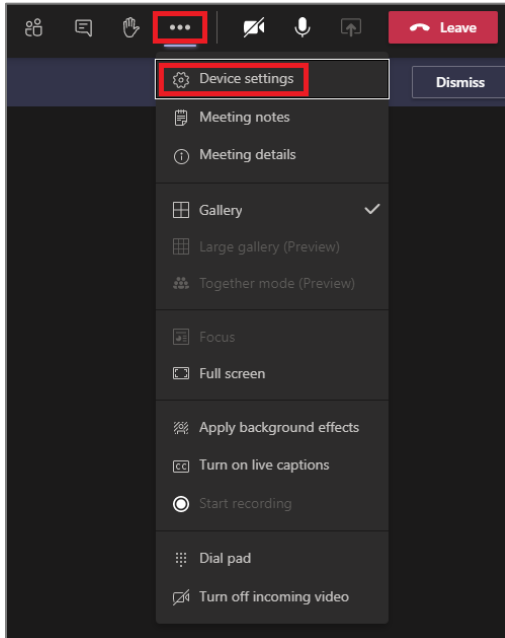


2. To select different devices, select the **gear icon** to view the *device settings menu*. Here, you can choose your **audio device**, **speaker**, **microphone**, and **camera**.



## To View Settings During a Meeting

1. Select the **three-dot menu** located in the top right and then select **Device Settings**. This will pull up the same menu found on the video and audio options screen.



2. Choose your **audio device, speaker, microphone, and camera** in the *Device Settings menu*.

