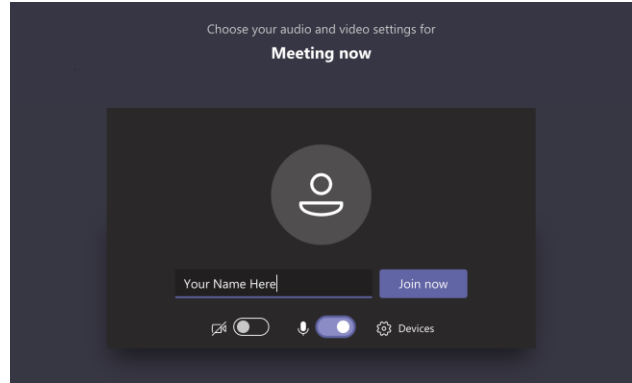
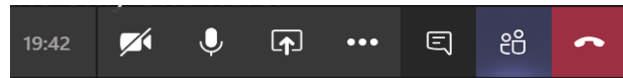


Review Your Video and Audio Settings

When you join the meeting, you will be given the option to turn on or off the camera or microphone. Both should be **on** (blue) when you enter the meeting. In the picture on the right, the camera is off and the microphone is on. Click on the button next to the camera icon to turn the camera on.



Once in the meeting, there will be a bar with both a microphone and a camera icon. Clicking on the microphone or camera will turn them on or off. You can click on the microphone to mute yourself when you are not speaking.



If you are having trouble getting your sound or video working:

On an Apple device:

1. Open **System Preferences** (on a computer) or **Settings** (on a mobile device)
2. Choose **Security & Privacy** (on a computer) or **Privacy** (on a mobile device).
3. Choose **Camera** or **Microphone**.
4. Make sure the permissions are set (toggled on) to allow Microsoft Teams to use the microphone and camera.

On an Android device:

1. Go to your **Settings** and tap on **Apps & Notification**
2. Choose **Advanced** and then select **Permission Manager** or **App permissions**
3. Choose **Camera** or **Microphone**.
4. Make sure the permissions are set (toggled on) to allow Microsoft Teams to use the microphone and camera.

On a Windows device:

1. Click on **Start** and scroll down to select **Settings**.
2. Scroll down and select **Privacy**.
3. Choose **Camera** or **Microphone**.
4. Make sure the permissions are set (toggled on) to allow Microsoft Teams to use the microphone and camera.

Review Your Video and Audio Settings

More Information

- To get Microsoft Teams set up on a smart phone or tablet, [click here for instructions](#).
- To get Microsoft Teams set up on a laptop or desktop computer, [click here for instructions](#).
- For information on what to expect at a videoconference hearing, [click here](#).