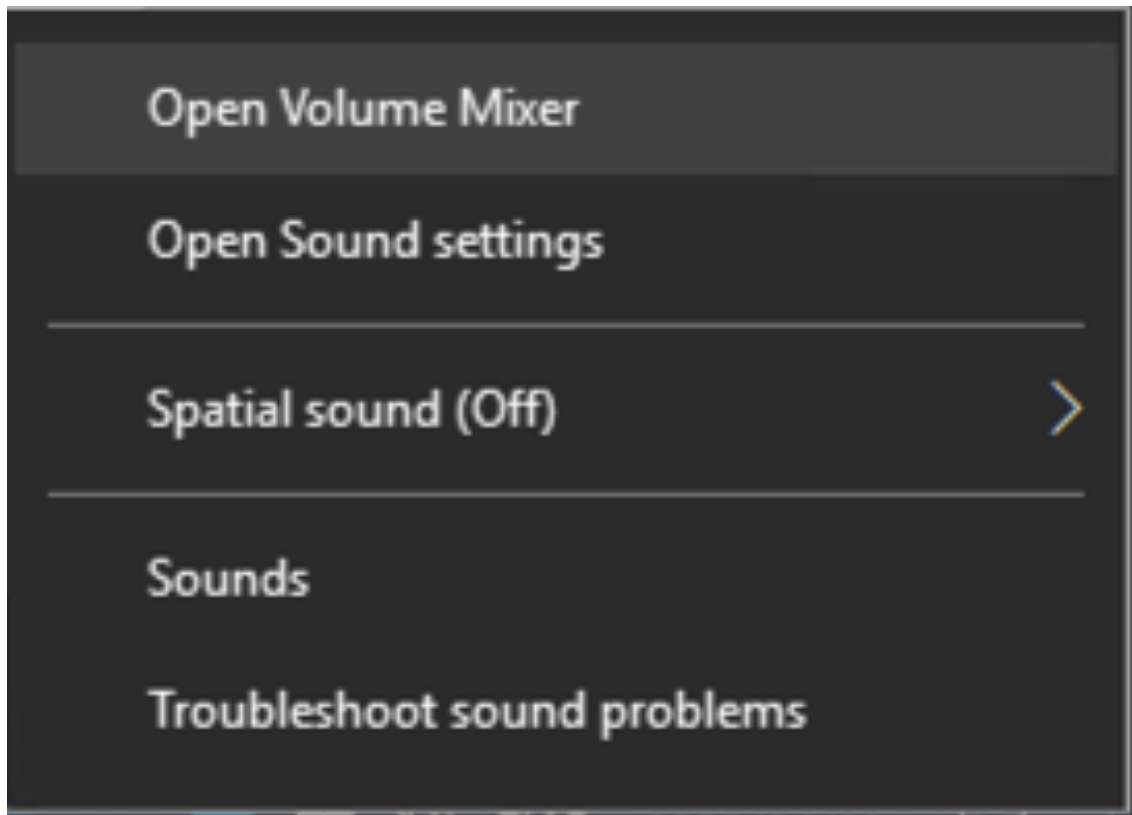


1. Find the Audio Icon on the taskbar and RIGHT CLICK on it.



2. Click on Open Sound Settings

Home

Find a setting

System

- Display
- Sound
- Notifications & actions
- Focus assist
- Power & sleep
- Storage
- Tablet mode
- Multitasking
- Projecting to this PC
- Shared experiences
- Remote Desktop
- About

Sound

Choose your output device

Headset Earphone (3- Microsoft L... ▾



3. Choose your output device – Headphones or speakers.

Some apps are using custom output settings. You can personalize these in app volume and device preferences below.

Device properties

Volume

Speaker icon ▬ 99

Troubleshoot

Input

Choose your input device

Headset Microphone (3- Microsof... ▾



4. Choose your input device here – Headphones Mic.

Some apps are using custom input settings. You can personalize these in app volume and device preferences below.

Device properties

Test your microphone

Microphone icon ▬



5. Test your Microphone

Troubleshoot

Other sound options

App volume and device preferences
Customize app volumes and the speakers or devices they use.