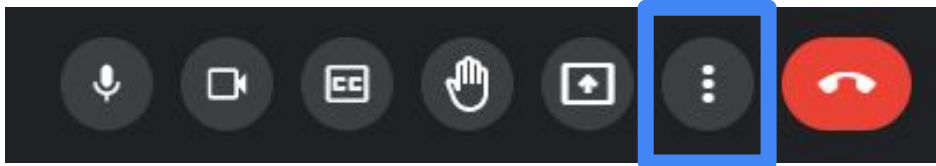


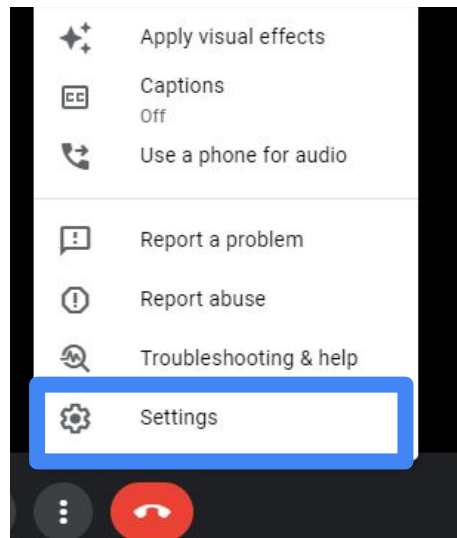
Audio Settings in Google Meet

Audio Settings

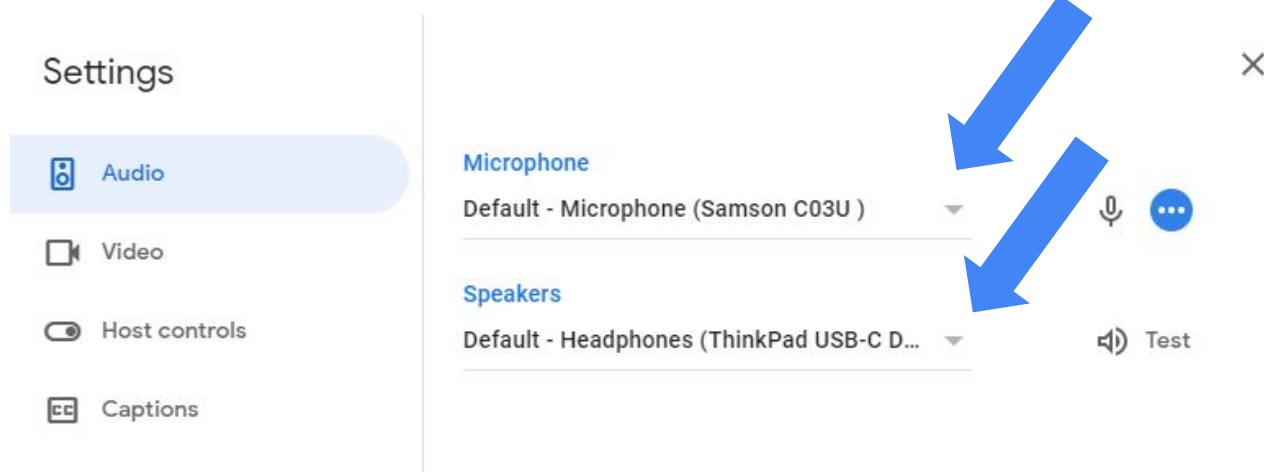
1. To change the microphones settings **CLICK** on the ellipsis.



2. **CLICK** Settings



3. Use the Drop Down arrows to select your microphone and speaker.



4. Make sure your volume and microphone are on. If you see a **RED/ORANGE** dot on your Microphone Keys or Volume Key on your laptop keyboard. Your Microphone and or Volume may be turned off. Press those keys to turn them back on.