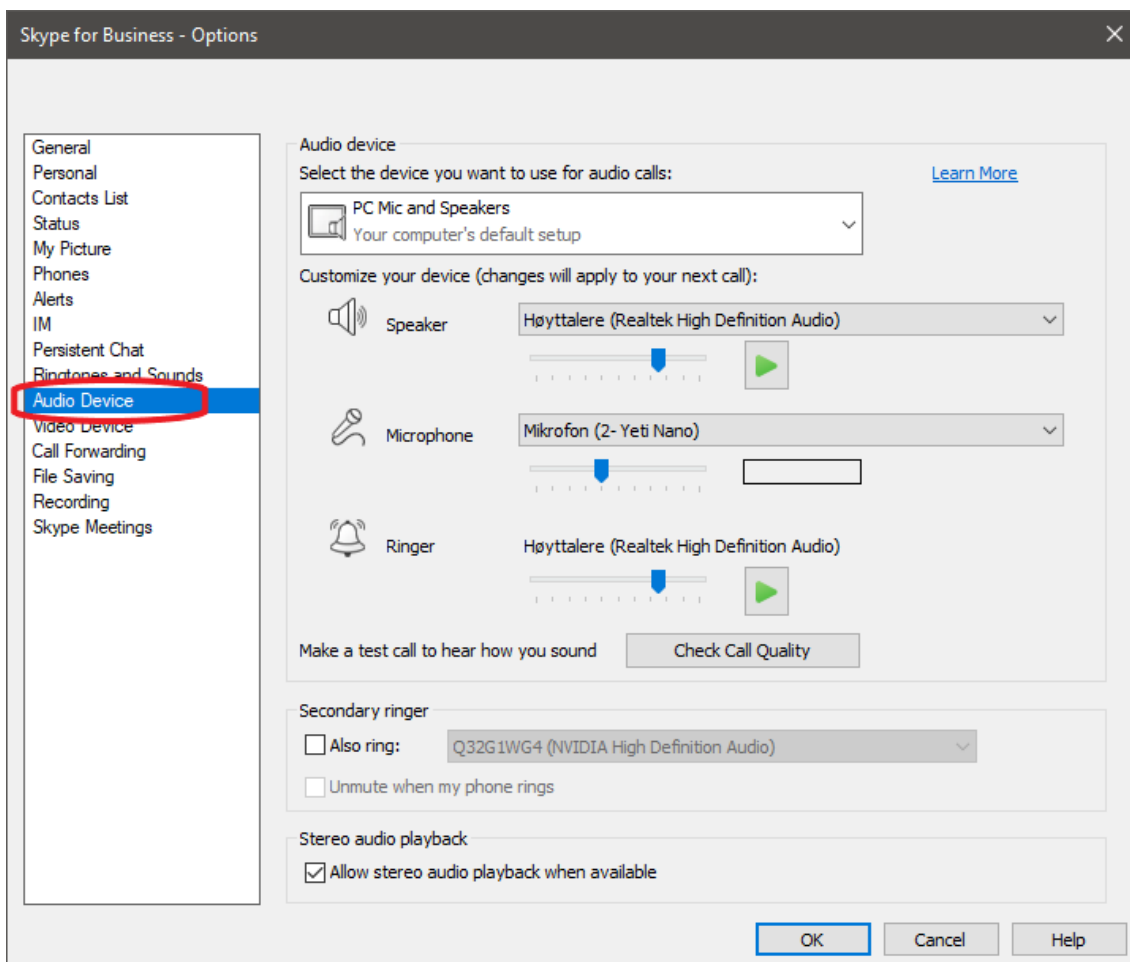


Skype for Business – check Audio device

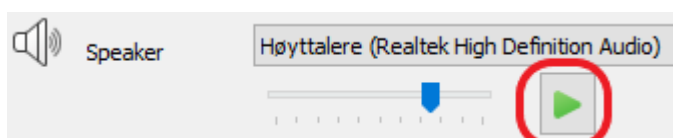
Click on the cogwheel (Options) in Skype for Business.



Choose **“Audio Device”** in the menu.



Click on the green triangle to test your headphones. It sends a test sound to check if you're available to hear it on your speakers/headphones.

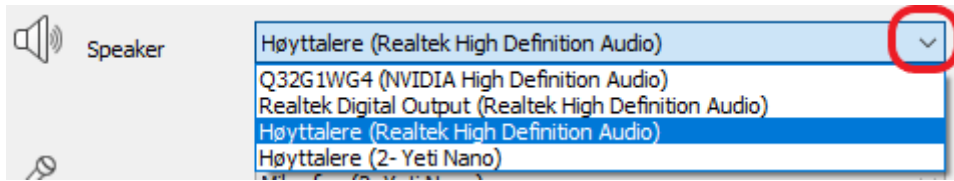


If you can't hear anything:

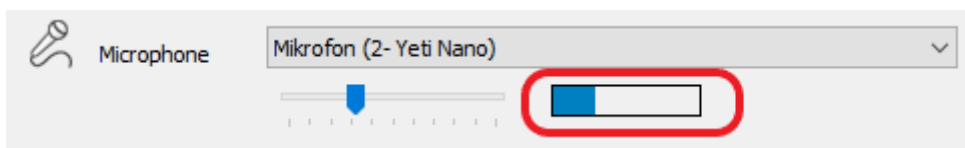
Click on the arrow to open a dropdown menu.

Choose another device from the list.

Then check again if you can hear the test sound on the new device.

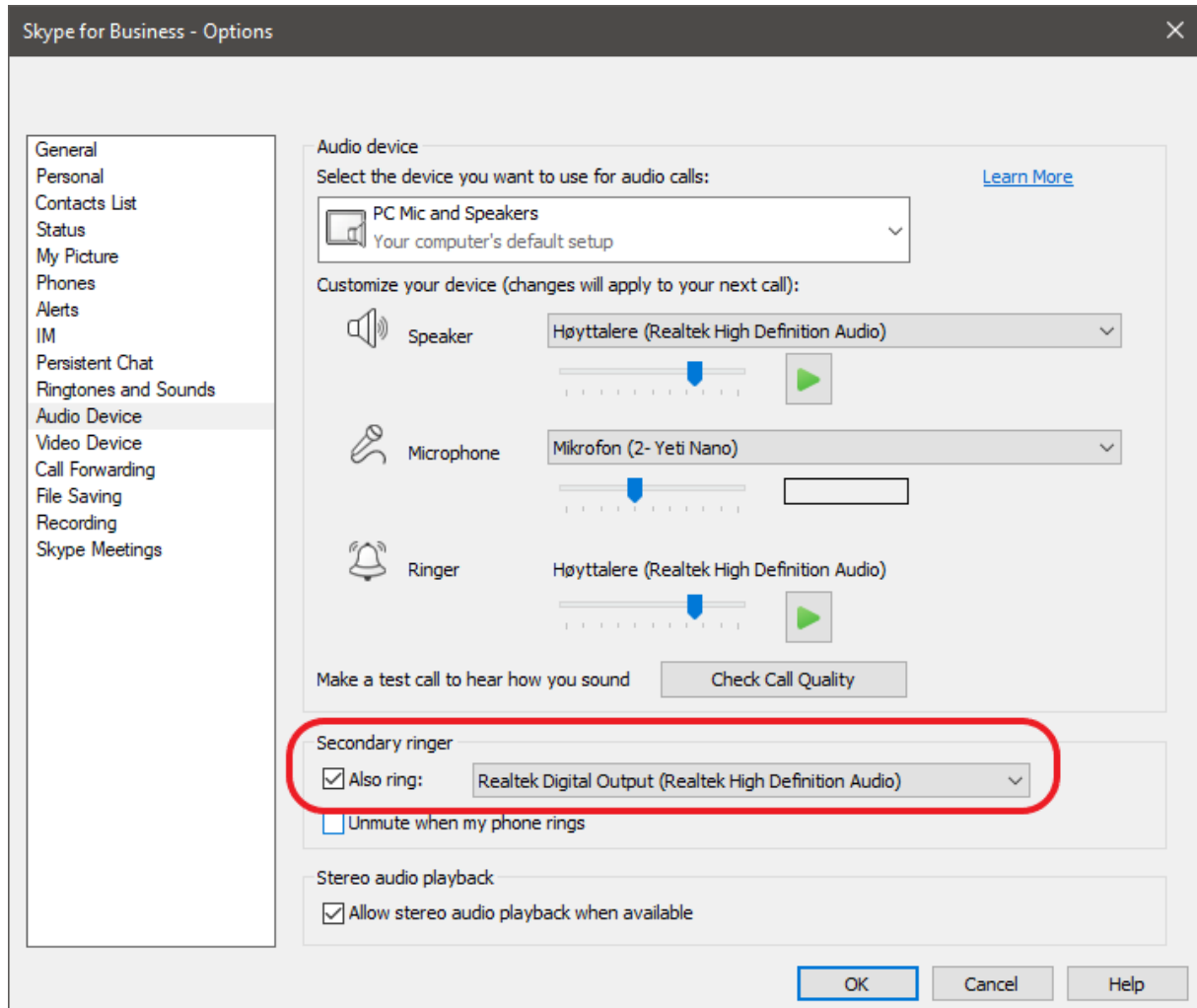


Try speaking close to the microphone to see if it works. You will see the blue bar moving if it picks up sound.

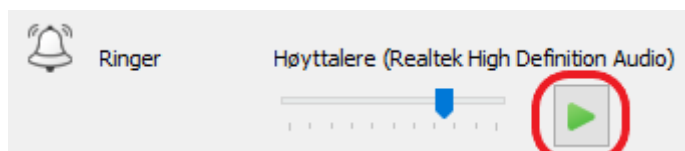


Ringtone on additional speakers for incoming calls

Click the **“Also ring”** checkbox if you want to hear the ringtone on your speakers and headset at the same time when receiving calls.



Click on the green triangle to test if you can hear the ringtone in your speakers.

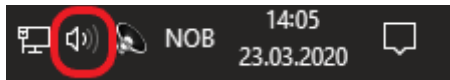


If you can't hear anything:

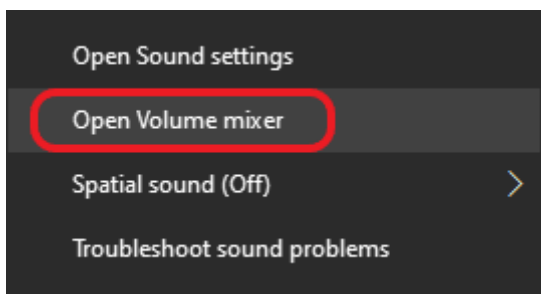
Check if the volume on your speakers is turned up.

If it's turned up, you can check if the volume mixer is at an acceptable level.

In the lower right corner on your screen, right click on the speaker icon.



Choose **"Volume Mixer"**.



In **"Volume Mixer"** you can adjust the volume on your speaker or on a specific app to your liking.

