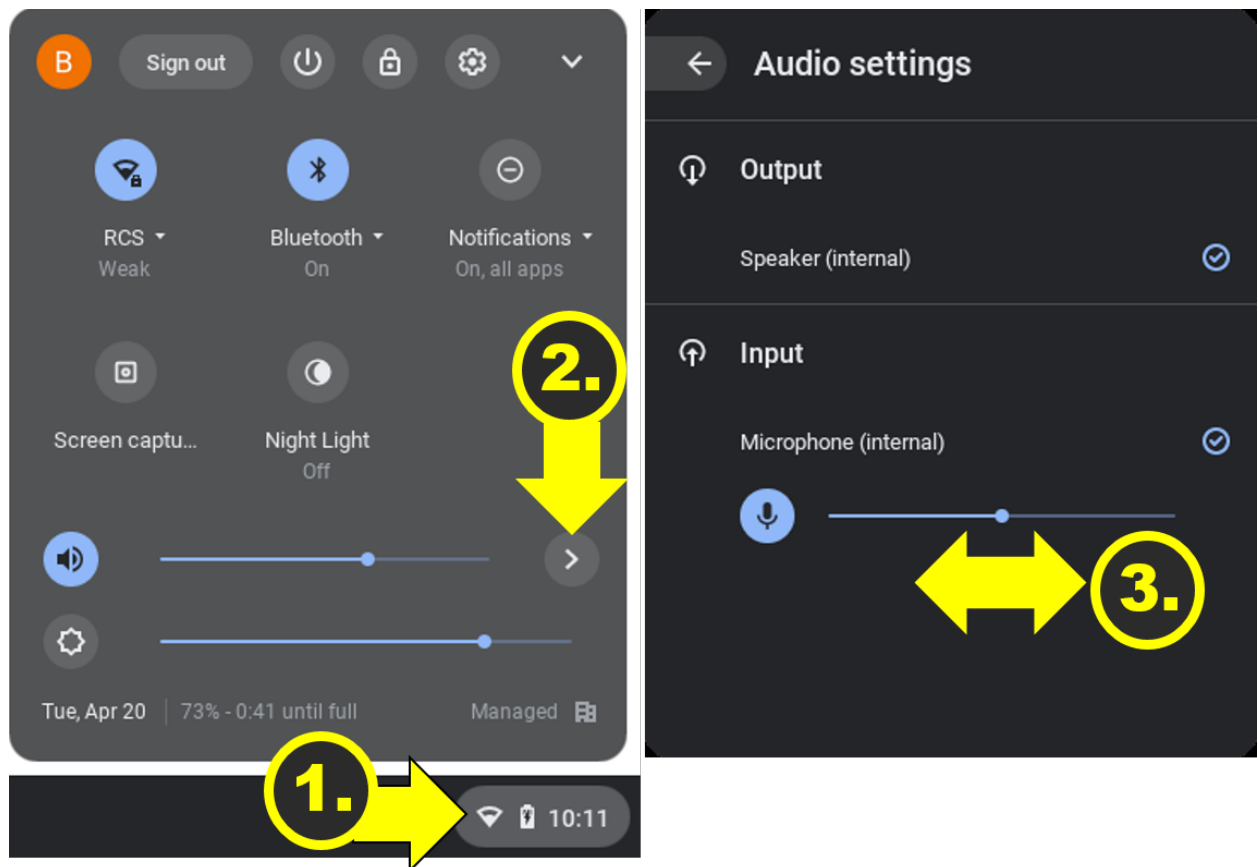



Control your microphone volume

You can adjust how loud or soft your voice sounds to others during a call or meeting.

1. At the bottom right of the screen, click on the time.
2. To the right of the volume slider, click on the Audio settings arrow >.
3. Under **"Input,"** drag the microphone slider left or right to adjust the volume level.



To **mute** the volume, click on the Microphone icon .