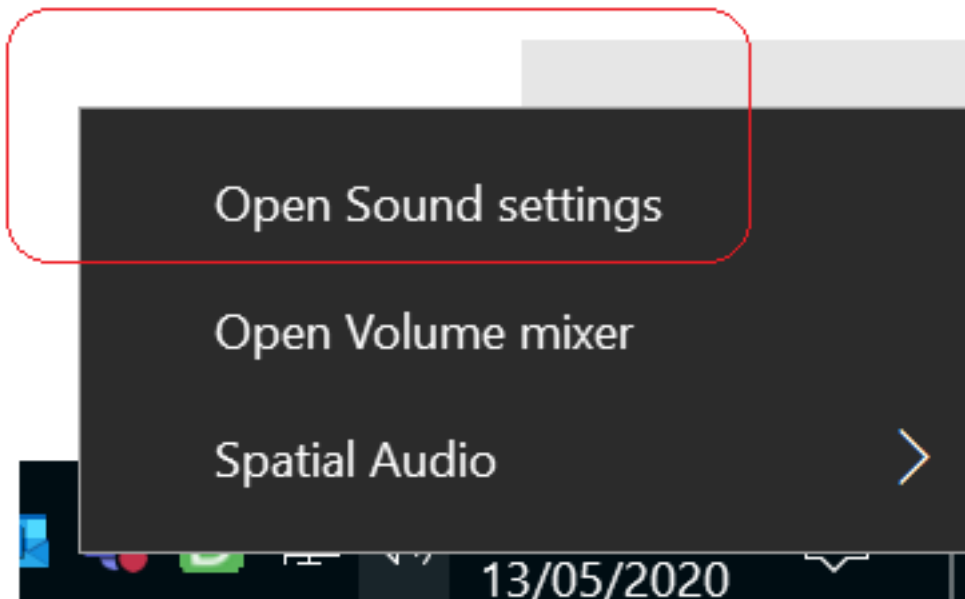# Sound on Windows 10

Windows 10 allows users to set audio preferences for individual apps. Some apps listen, others don't. Because Collaborate runs entirely in your browser, you have to check settings for your browser.

1. **Right-click** the speaker icon in your system tray. This is usually at the lower right of your computer monitor.



2. Select **Open Sound Settings**.



3. Check your **default Output device**. Normally this will be the speakers or headphones you regularly use, but not always. You can use the dropdown menu to change your default for the system.

## Sound

## Output

Choose your output device

Speaker (Realtek(R) Audio)

1 - PL2283H (2- AMD High Definition Audio Device) :es than the one

selected here. Customise app volumes and devices in advanced sound options.

But some apps will save their own preferences. So we will need to check those as well.

4. Scroll down until you see the **Advanced sound options** section.

5. Click on the **App volume and device preferences** link.



## Advanced sound options

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

6. Find your browser that you use for Collaborate in the list and check if you have options in the dropdown to select the sound source you expect to hear it from.



⌂ App volume  device preferences

| App | Volume | | Output | Input |
|-----|--------|------|--------|-------|
| System sounds | ◁)) ——————— | 100 | Default ∨ | Default ∨ |
| Mozilla Firefox | ◁)) ——————— | 100 | Default ∨ | Default ∨ |
| Microsoft Teams | ◁)) ——————— | 100 | Default ∨ | Default ∨ |
| Google Chrome | ◁)) ——————— | 100 | Speaker (Realtek(R ∨ | Microphone Array ∨ |

Notice that there is also an Input option if you are having problems selecting the correct microphone.