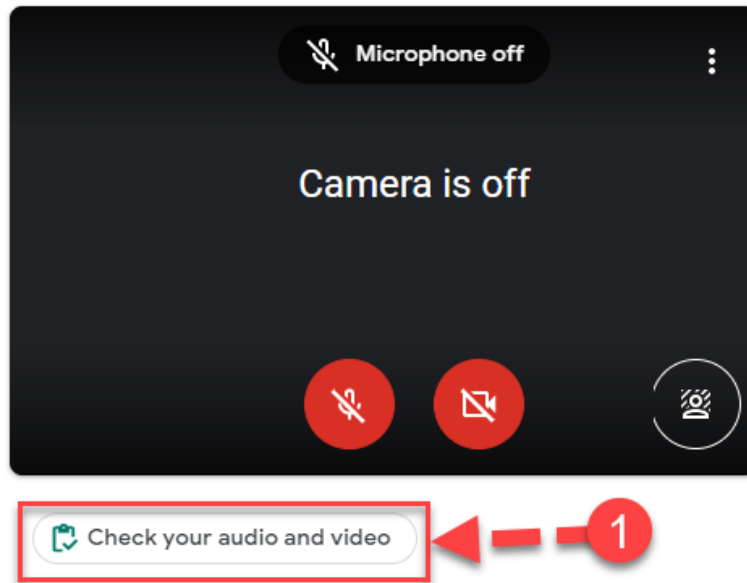


# Changing Audio & Video Settings in Google Meet

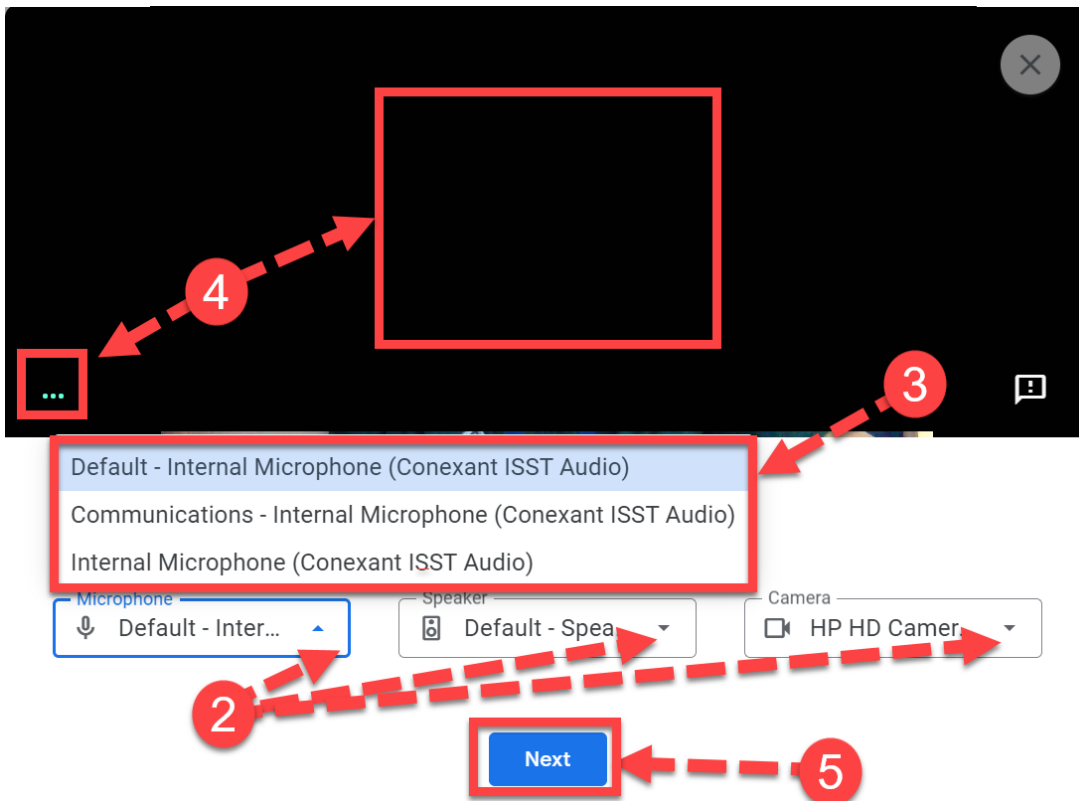
If you are experiencing issues with your camera, microphone, or speakers during a Google Meet please check your video and audio settings **first**.

### **Before Joining the Meeting:**

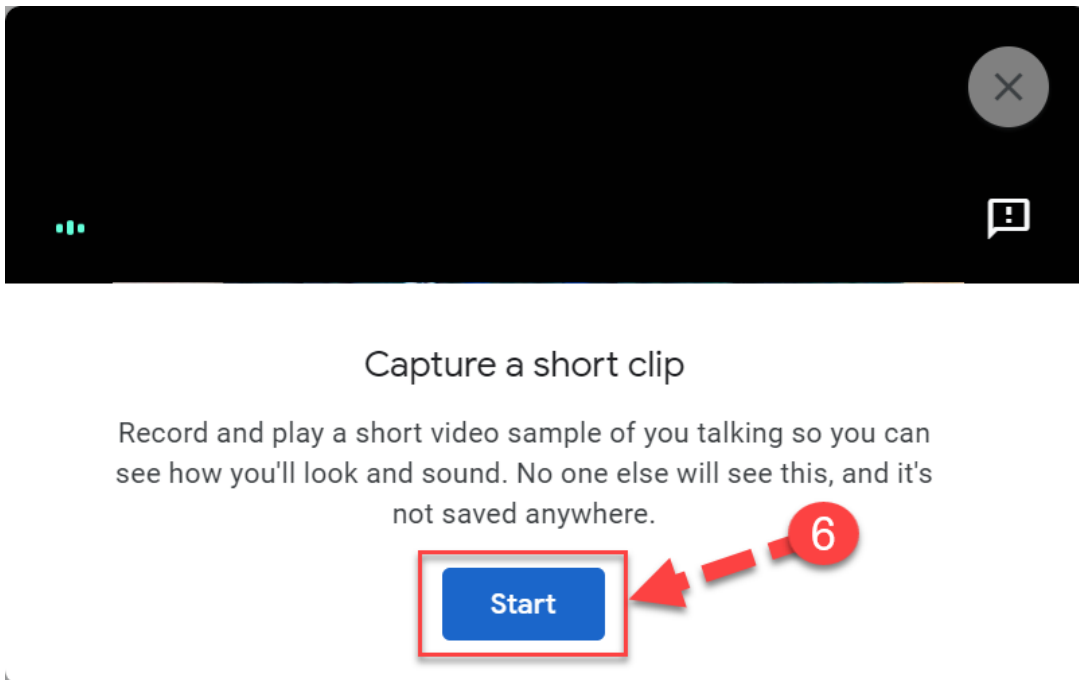
1. Click Check your audio and video



2. Click the drop-down arrow next to microphone, speaker, or camera.
3. Select a different microphone, speaker, or camera.
4. After adjusting, the video should appear or you'll notice the green dots registering your voice from the microphone.
5. To test your audio & video, click Next.

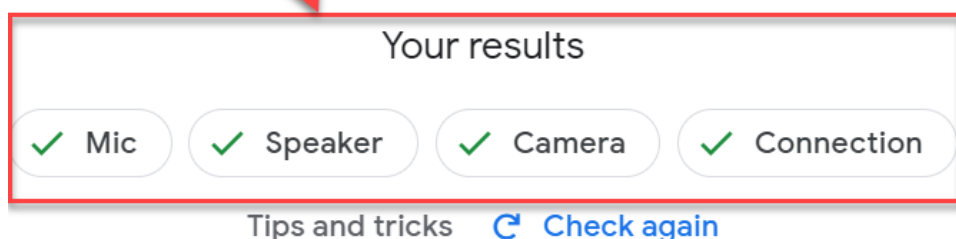
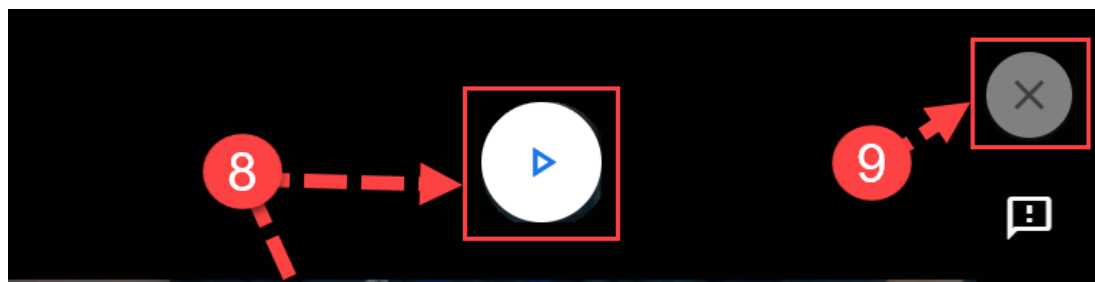


6. You have the opportunity to record a short clip to test your camera, microphone, and speakers. Click Start.



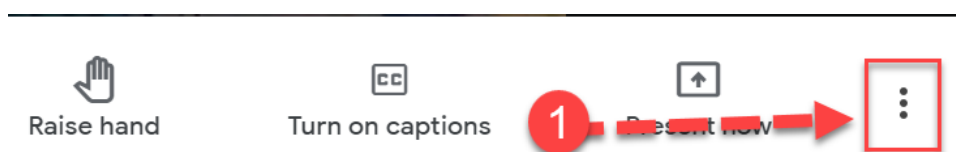
7. Follow the directions on the screen by saying something aloud into the microphone such as "I'm testing my audio and video."

8. Click the Play icon to review your recording to confirm your camera, microphone, and speakers are working. You will also notice Your Results below the video.
9. If working properly, click the X and then join the meeting.

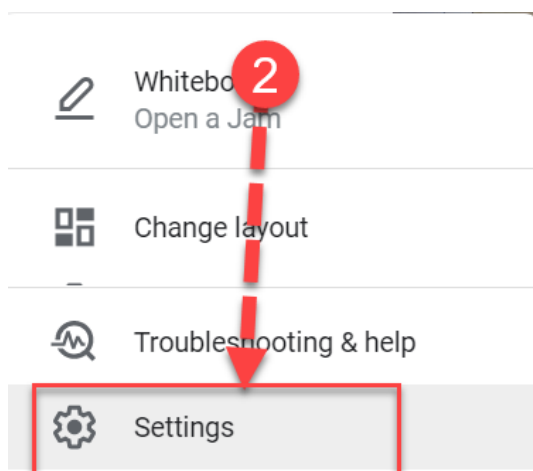


### After Joining the Meeting:

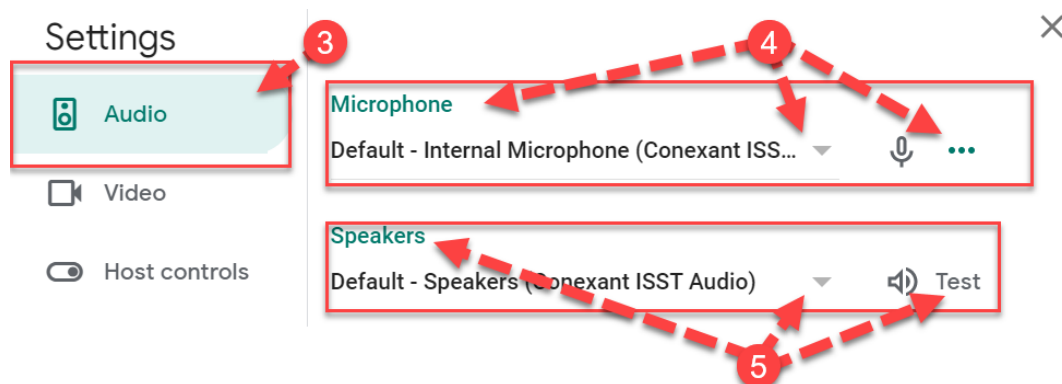
1. Click the 3 dots in the bottom right corner of the Google Meet window.



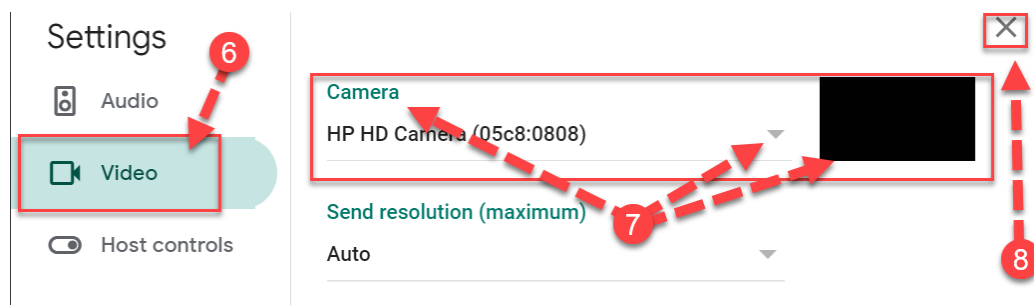
2. Click Settings.



3. For audio settings, make sure you have Audio selected.
4. Under the Microphone heading, click the drop-down arrow to change the microphone. The green dots will move as the microphone registers your voice.
5. Under the Speakers heading, click the drop-down arrow to change the speakers. Click Test to test your speakers.



6. For video settings, make sure you have Video selected.
7. Under the Camera heading, click the drop-down arrow to change the camera. You should see a live video feed on the right-hand side.
8. Click the X to close the settings and return to the meeting.



Revision #2

Created 20 February 2025 12:51:46 by Clint Hunter

Updated 16 June 2025 19:09:53 by Clint Hunter

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