

Setting up your device

1. In the Skype for Business main window, go to **Tools > Options > Audio Device**, and then choose the device you want.
2. Click the green arrow next to **Speaker** to hear a sample tone, and drag the slider if you need to adjust the volume.
3. To test your mic volume, speak for a few seconds. The volume is optimal when the progress bar reaches the middle of the test area. Drag the slider next to **Microphone** to adjust the mic volume.
4. Click the green arrow button next to **Ringer** to hear a sample ring when you get a call, and drag the slider to adjust the ringer volume.
5. Click **Check Call Quality** and follow the prompts to record a short message and play it back. Adjust audio as needed. Note that this option may not be available for your account.
6. If you have more than one audio device, you can choose to set both to ring when you get a call. Under **Secondary Ringer**, select **Also ring**, and then select an additional device.
7. You can also select **Unmute when my phone rings**, which will automatically unmute your speakers when you receive a Skype for Business call.
8. Select **Allow stereo audio playback when available** to make sure that the best audio quality is available during a meeting.
9. Click **OK** when you're done.
 - You can select different devices for microphone and speakers under each section. But to avoid echoing, it's better to use the same device for both. If you have to use separate devices, minimize echoing by lowering your speaker's volume.

If you don't see your device in the list, make sure it's connected directly to your computer and follow the instructions that came with the device to install it.

Test your audio quality

Before you start a Skype for Business meeting or call, make sure your audio device sounds the way you want. Note that **Check Call Quality** may not be available for your account.

1. On the lower-left side of the main Skype for Business window, click **Select Primary Device**.
2. Click **Check Call Quality** and follow the prompts to record a short message and play it back.
3. If you're not happy with the audio quality, go to **Audio Device Settings** to adjust your mic and speakers, or select another device.