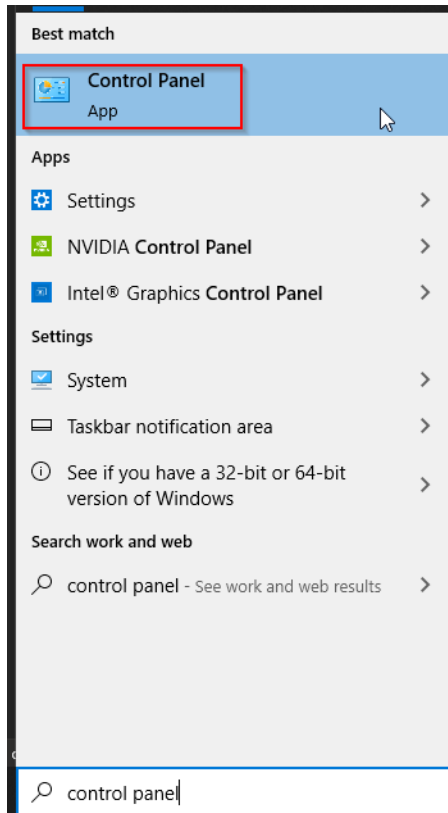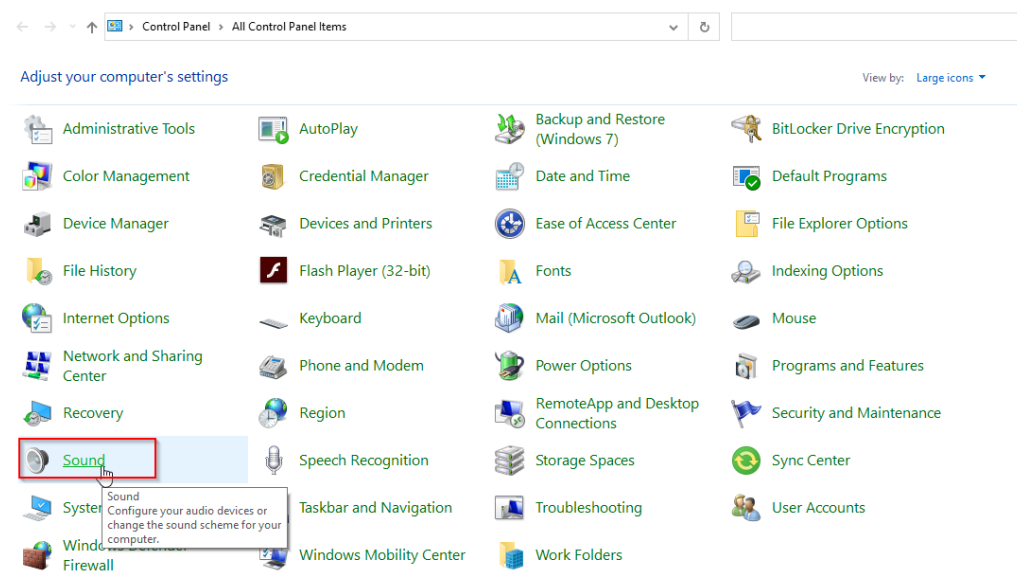# How to set headset as your default device

If your utilizing Teams in your workspace, you will need to make sure your headset is your default device on your actual computer first.
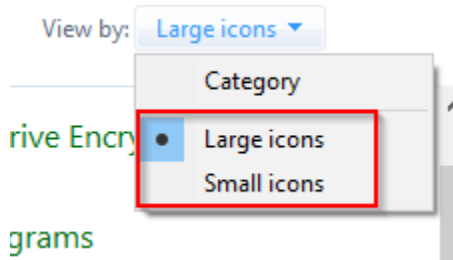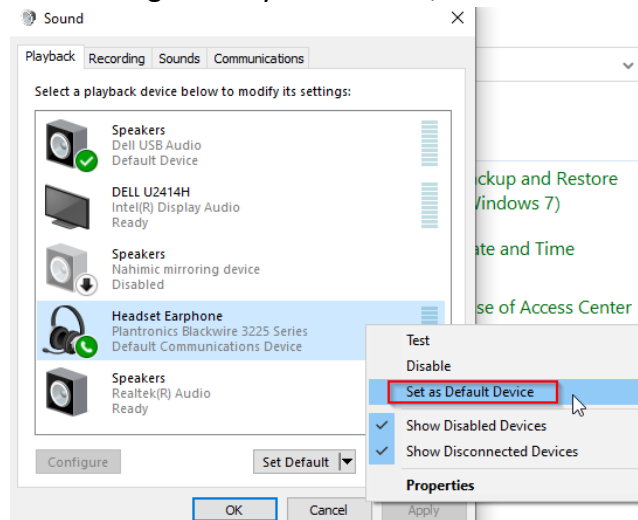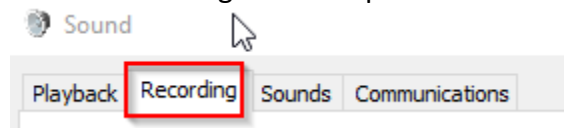
1. Open control panel

2. Select and open "sound"

If you do not see the sound option, you will need to make sure your view at the top right is set to large or small icons
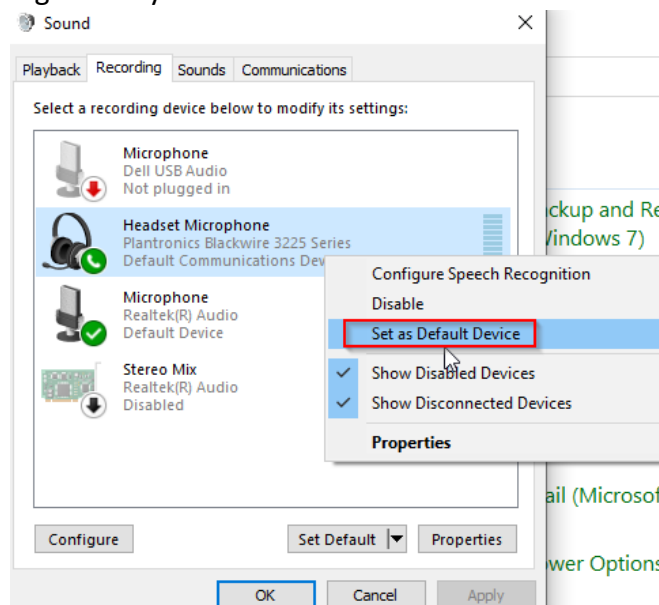

3. Find and right click your headset, then select "set as default device"

4. Select "recording" at the top

5. Right click your headset mic and select "set as default device"

6. Select "Apply" and "OK"