



How - To Adjust the Volume On Your Chromebook

Overview


You can change your microphone, speaker, or other volume through quick settings.

Change the Speaker Volume

To control how loud or soft others sound to you, adjust your speaker, headphone, or other output volume.

1. At the bottom right, select the **time**.
2. Drag the **volume slider** left or right.

Tip: To mute the volume, select **Volume** .


3. To find your output settings, select **Audio settings** .
4. Under "**Output**," the device in use will have a green check to the right.
5. You can also adjust the volume using the keyboard shortcuts directly to the left of the power button (see image below).



Change the Microphone Volume

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

1. At the bottom right, select the **time**.
2. Next to the **volume slider**, select **Audio settings** > .
3. Under “**Input**,” drag the **microphone slider** left or right.

Tip: To mute the volume, select **Microphone**  .

