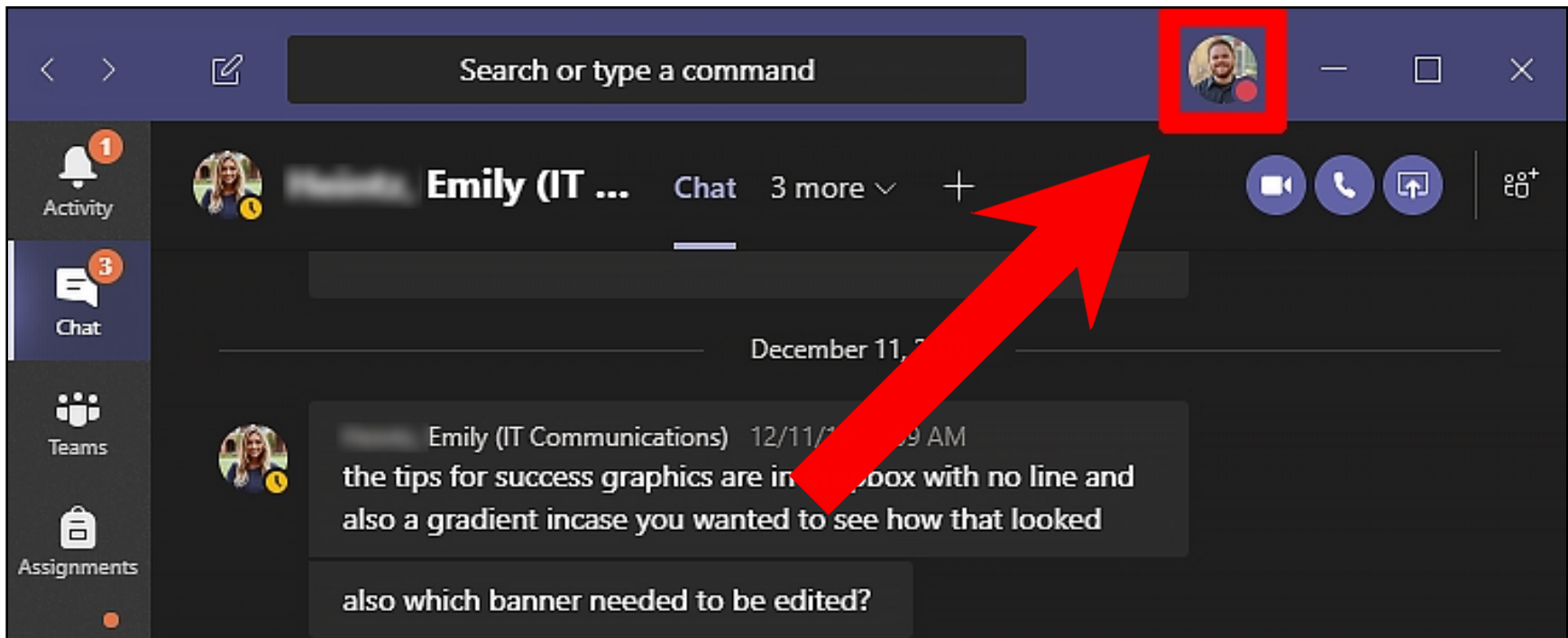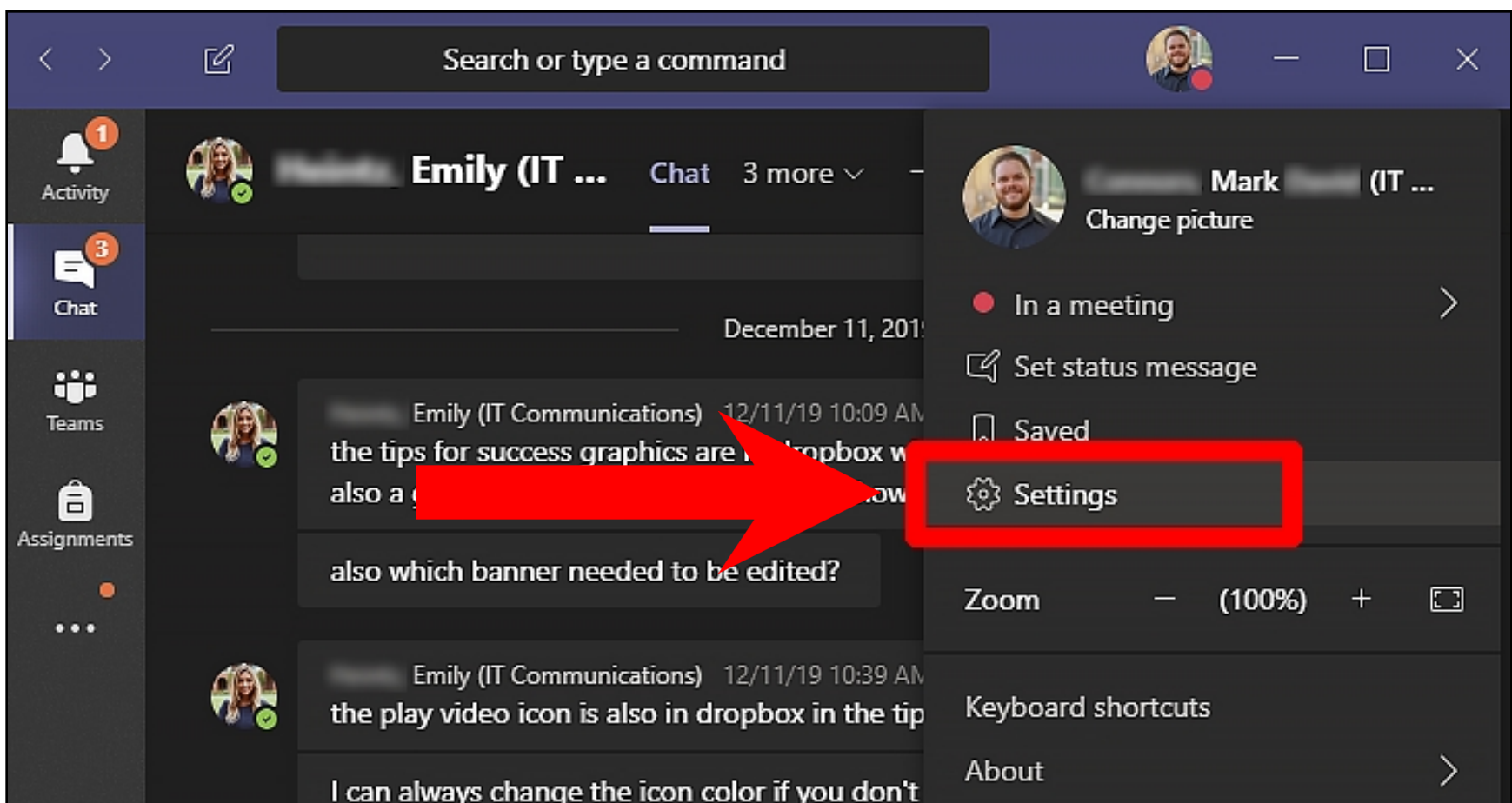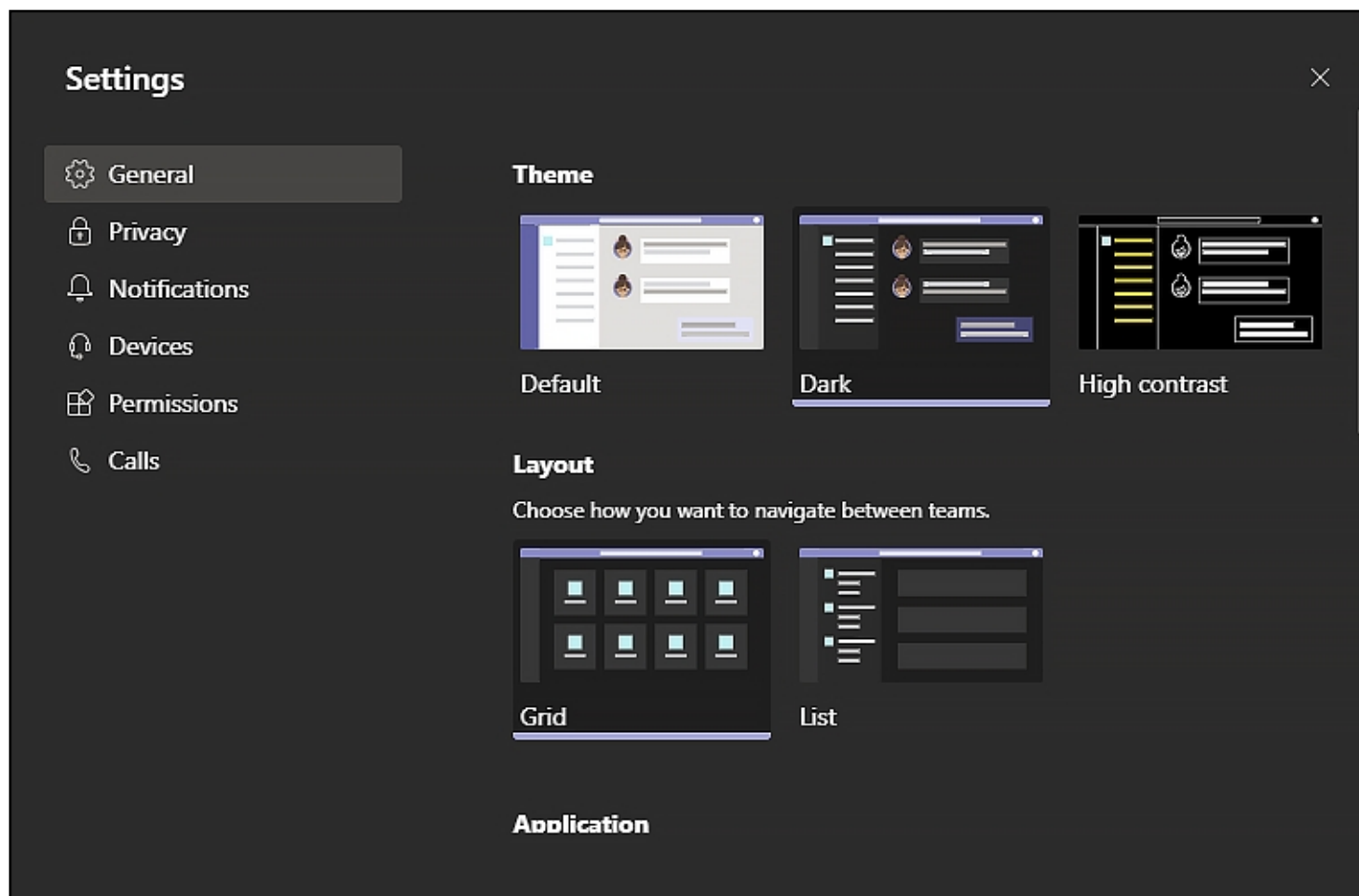# How to Change Settings in Microsoft Teams

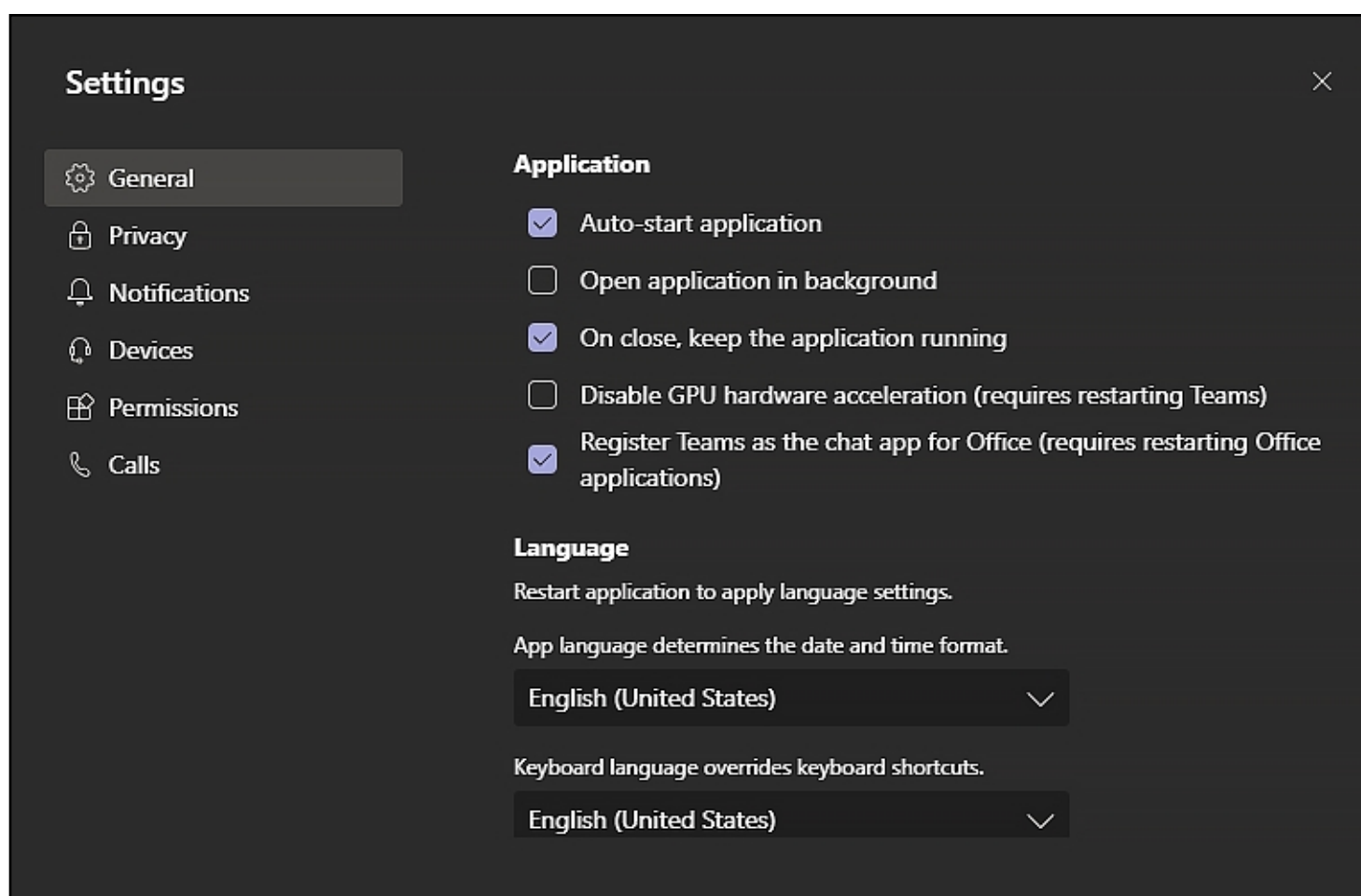**Step 1:** Open Microsoft Teams and click on your profile icon.

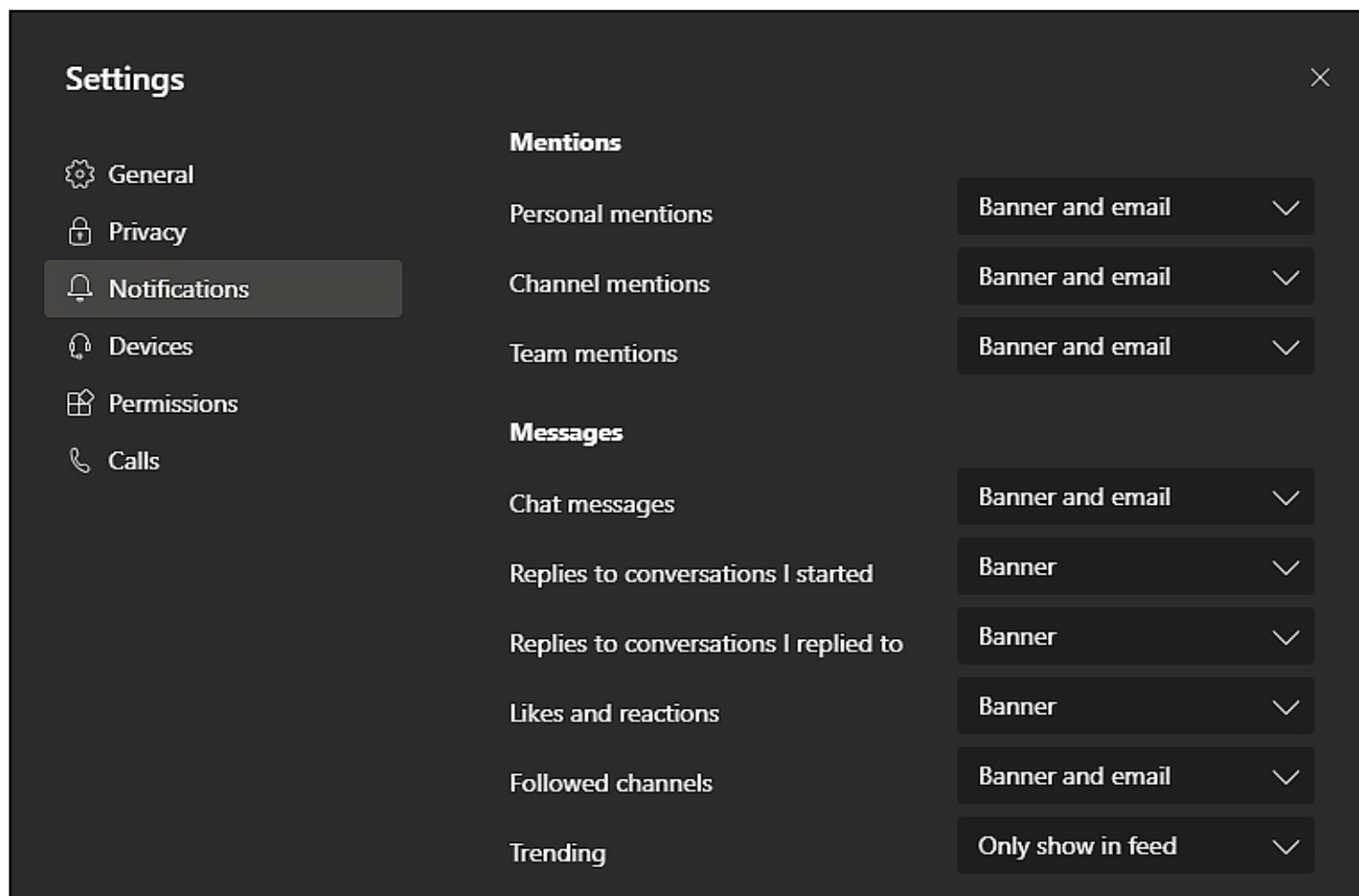**Step 2:** Select "Settings" from the drop-down.

Step 3: Change your "Theme" and "Layout" under the **General** settings.

Step 4: Change your "Application" settings for how you want it to open and close under **General**.

Step 5: Change how you want to be notified under **Notifications**.

Step 6: Change what **Devices** you will use for Audio and Video calls.