

Change the Sound Volume

If you want to change the volume of the speakers to be louder or softer, follow these steps:

1. Click the Volume icon at the right side of the taskbar. A volume slider appears above the taskbar.
2. With the mouse, set the slider to the desired sound level.
3. Click anywhere outside the slider to hide it. If you want to mute the sound, click the Volume icon shown to the left of the slider. An X will appear, indicating that the sound is mute.