How to adjust the volume on a Mac

The easiest way to adjust the volume on your Mac is by using the media keys on your keyboard. You can press the F10 button to mute the volume, the F11 button to decrease the volume, and the F12 button to increase the volume.

You can also click the Sound control in the menu bar (runs along the top of the screen) or Control Center, then drag the slider to adjust the volume (or use the Control Strip).

If the Sound control isn't in the menu bar, choose Apple menu > System Preferences, then click Sound . Select the "Show Sound in menu bar" checkbox. You can use the pop-up menu to choose whether to show Sound in the menu bar all the time or only when it's active.

How to change the sound output settings on a Mac

You can play sound through your computer's internal speakers, headphones, or other equipment plugged into your Mac.

1. On your Mac, choose Apple menu > System Preferences, click Sound , then click Output.

2. Select the device you want to use in the list of sound output devices.

All sound output devices available to your Mac are listed, including the computer's internal speakers, devices plugged into your computer's sound port (like headphones), or USB speakers.

For any device plugged into the computer's sound port, choose Headphones.

3. Do any of the following to adjust your sound output settings:

    - *Adjust the balance:* Drag the Balance slider.

    - *Adjust the volume:* Drag the Output volume slider.

    - *Stop sound output:* Select the Mute checkbox.

    - *Show a volume control in the menu bar:* Select the "Show Sound in menu bar" checkbox so you can turn the volume up or down from anywhere. You can use the dropdown menu to choose whether to show Sound in the menu bar only all the time or only when it's active.