

# Academic Technology Services

## Desktop PCs

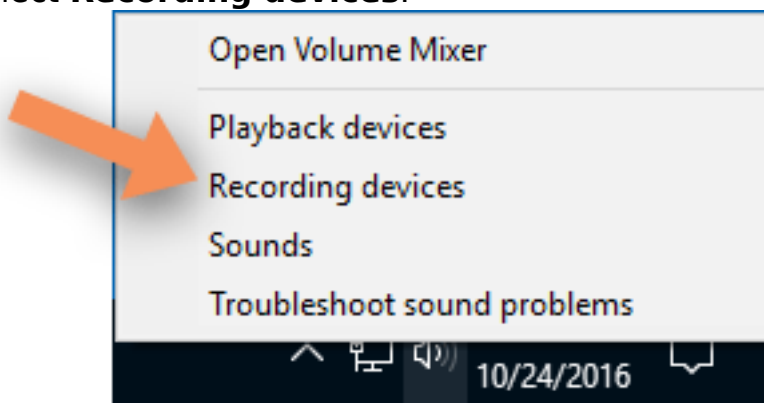
### How do I set up my microphone on my computer?

If you are trying to use your microphone to record or for a webconferencing application, and it is not working, there are a few steps you can take to set it up properly.

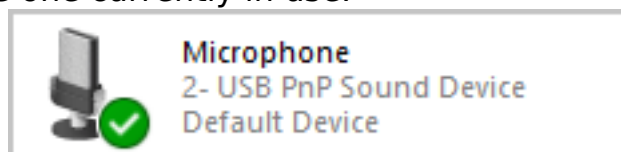
1. Plug in your microphone, and give it time to install. If it is a USB microphone, it may take a minute or two before it will work with your computer.
2. Make sure that all other computer programs that may possibly have access to your microphone are closed. Your microphone can only be used by one program at a time.
3. Open the **Playback devices** settings.
  - a. Right-click on the speaker icon to display the **Audio settings** menu.



- b. Select **Recording devices**.

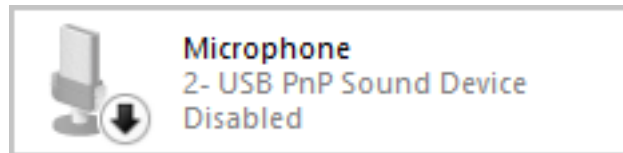


4. You will be able to tell the status of your microphone by looking at its icon.
  - a. If it has a check mark next to it, it is set as your default device and is the one currently in use.



- b. If it has a down-pointed arrow next to it, it is disabled.

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5. To enable a microphone, right-click on its icon, and then choose the **Enable** option.
6. To finalize the settings, click the **OK** button.

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