Before you Begin
- Plug in your personal USB microphone to the classroom computer.
- Identify where the speakers are in the classroom you are using.
- Set the speaker volume low to help avoid feedback when turning on amplification.

To Setup

1. Right-click on the sound icon in the bottom right corner of the taskbar
2. Select “Sounds”

3. In the new Sound Window that opened, navigate to the “Recording” tab
4. Locate the microphone that you are using
   Hint: If you aren’t sure, talk or clap and you should see the green bar to the side light up
5. Right-click on the microphone and select “Properties”

6. In the new window, navigate to the “Listen” tab
7. Check the “Listen to this device” box
8. Select Apply

9. Raise the speaker volume slowly until you hear a slight hum, then lower the volume so the hum is not audible.
10. You may now close all the windows that opened.

For Optimal Sound
- The further you are away from the classroom speakers, the better your sound quality will be.