Turning on your Microphone

- Verify your headset (or computer microphone) is connected properly before opening the meeting space. Recommended headsets include the Logitech H390 and H800.
- Complete the Audio Setup Wizard before your meeting begins. To start this process, click the Meeting button at the top of the screen, and then select Audio Setup Wizard.

- You may see a Flash Player settings box asking for permission to access your camera and microphone. Click Allow.
• To begin broadcasting your voice, click the **Connect My Audio** button from the top menu bar. Click the button again to mute your microphone.
• All meeting hosts and presenters have audio rights. A host can also activate audio for participants.
• The host may select to provide microphone rights for individual participants only by hovering over the participant’s name in the Attendee pod and selecting **Enable Microphone**.

![Image of Attendee pod](image1.png)

• To turn on microphone rights for all participants (NOT recommended for groups over five), click on the **Audio** button at the top of the screen, and then select **Microphone Rights for Participants**. Follow the same steps to disable microphones.

![Image of Microphone Rights](image2.png)