Check your Microphone Connection

Windows:

1. Right-click on the speaker icon in the lower right-hand corner of the screen.

2. Select **Recording Devices**.

3. The display will show all your microphones. Click your desired microphone. If you speak into the microphone, the green bars should move as you talk.

   **Note:** If the bars do not move, your microphone may be muted or may not be working properly.

4. Select **Properties**.

5. Select the **Levels** tab.

6. Adjust the microphone levels and choose **OK**.

7. From the recording devices screen, choose **OK**.

MAC OS X:

1. Open **System Preferences**.

2. Select the **Sound** icon.

3. Select a microphone and test your input levels. The blue bars should move as you speak. Use the slider to adjust the input volume.