Share your Microphone

These instructions reflect using the recommended browser, Mozilla Firefox.

1. When entering a meeting, you will be asked, “How do you want to join the audio?” Select **Microphone**.

2. Use the dropdown arrow under **Microphone to share** to select your microphone.

3. Click **Share Selected Device**.

**Note**: If you do not share your microphone upon entering the meeting room, you can click the microphone icon to share your microphone. Additionally, you can click the microphone icon to stop sharing your microphone. The icon is in the upper left-hand corner of the page.
Connect your Microphone

Conduct an Audio Test

After selecting to share your microphone the Audio Test will automatically begin.

1. Say a few words into the microphone. If you can hear yourself, click Yes.

2. If you cannot hear yourself in your headset, click No. You will be redirected to adjust your audio. From this screen, you can select a different microphone, adjust the volume on your microphone, and test your speakers.