Testing Audio and Video on Windows Devices

1. To test your computer’s audio connections, click the words “Test Computer Audio.”
2. Use the dropdown menu to select the speakers you wish to use for the meeting.
3. Then click on “Test Speaker” to the left of the menu.
4. Adjust the volume until you hear the test audio comfortably. If you do not hear anything, use the dropdown menu to select a different speaker.
5. Use the dropdown menu to select the microphone you wish to use for the meeting.
6. Click “Test Mic” to the left of the menu. Speak into your microphone and adjust the volume until you can hear yourself. You can click the box below the dropdown menu to automatically adjust your microphone.
7. After you have tested your audio, click on the word “Video” on the left side of the screen.
8. Use the dropdown menu to select the camera you wish to use for the meeting.
9. You may choose different video options below the dropdown menu by clicking on the box next to them.
10. Close the settings screen by clicking on the red x on the top right corner.