

HOW TO...



Use a Microphone Effectively

Participate Effectively in e-CLASSES Sessions

Be sure that you are using your microphone properly by following the instructions below.


Ensure your headset or microphone & speakers are plugged in before you join your session.

Internal Microphones

Be sure the microphone input point is free from obstruction (papers etc.)

OR

External Microphones

Be sure the microphone is plugged into your computer. The plug is usually marked with a microphone symbol: 

If you have a USB microphone, plug it into an available USB port on your computer.

Headset Microphone



- Place the microphone directly in front of your mouth. Usually about 1" from your mouth and off to the side of your mouth.
- Do not touch the microphone with your hands or face.
- Avoid breathing loudly into the microphone.
- Make sure the microphone is not on "Mute". There is usually a volume/mute control on the headset wire or headset ear.

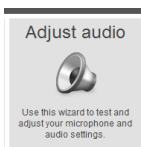
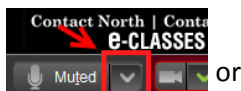
Desktop Microphone



- Place the microphone on your work station at the recommended distance (this will vary based on the type of microphone).
- Do not place the microphone near your speakers.
- If there is an on/off switch, make sure the microphone is set to "on".
- If there is a mute button, make sure it is not on.



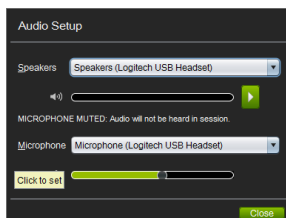
TIP: Use a good quality microphone. When the wire is moved, you should not hear static or hissing, and the sound should not cut out.



TEST the Microphone

Use the **Adjust Audio** tool to test out your microphone:

- Speak into your microphone clearly and adjust your voice and/or microphone placement until the volume bar runs mostly in green (red is too loud).
- If your voice sounds muffled or distant, reposition your microphone and try the Audio Setup again.
- When you are comfortable with the volume levels, click Close.



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