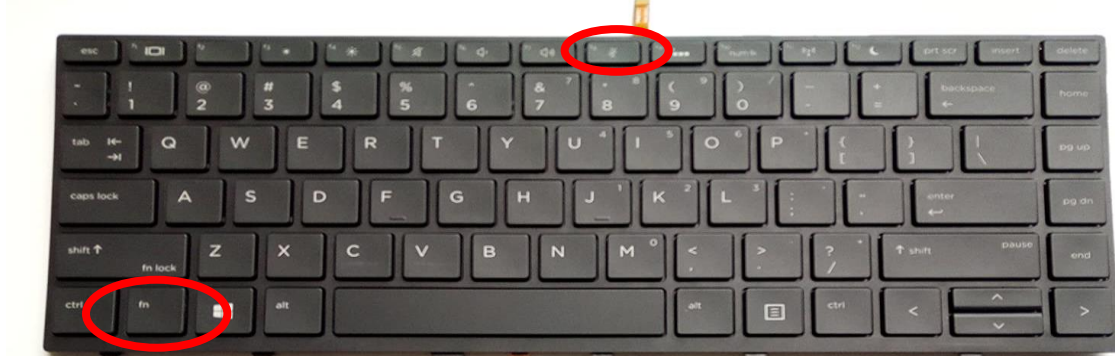


Microphone Troubleshooting Tips

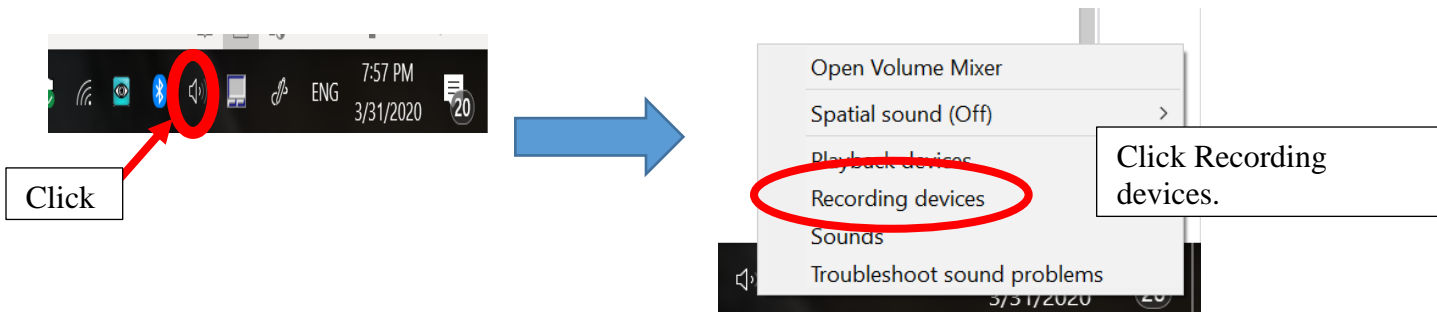
1. Check to see if Microphone is turned on.

Press the “Fn” & “f8” keys. This can toggle your microphone on and off.

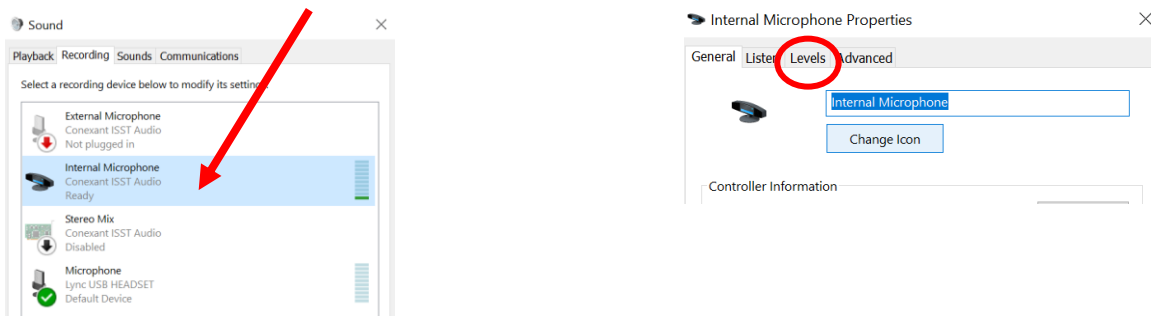


2. Check Microphone Settings

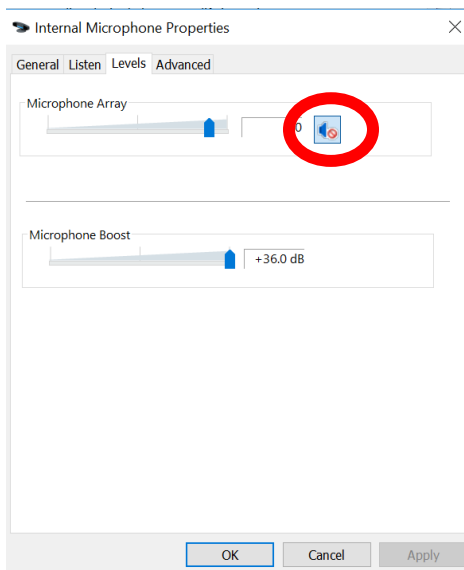
1. Right-click the sound icon on the bottom right-hand side of your screen. Then select Recording devices.





2. Double-click the microphone and then click on Levels.



3. Check to see if the Microphone Array is muted.



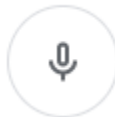
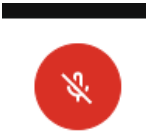
If this shows as a speaker with a red circle with a line through it , click on it so it looks like this: 

4. Click Ok. Microphone should now be working!

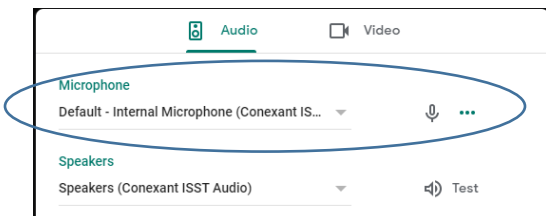
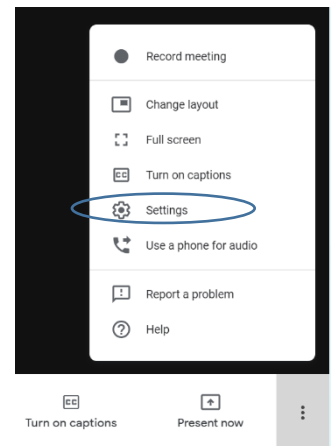


3. Check the Settings in Google Meet.

1. If you the microphone icon is red click the red icon to enable it. If this does not fix this try out the following steps. the following red microphone icon, click it and the camera should be enabled.



2. Click on the the dots in the bottom right corner of the Meet screen.
3. Choose Settings.
4. In the Microphone settings, check which microphone is enabled. Your device usually needs your Internal Microphone to be selected.
5. After changing the settings, click Done.



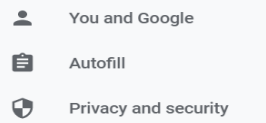
4. Check the Browser Settings

1. Click on the the dots in the top right corner of the screen.

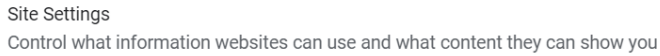


2. Choose Settings.

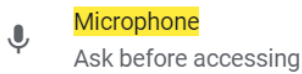
3. Click “Privacy and Security.”



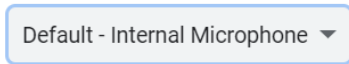
4. Click “Site Settings”



5. Click “Microphone”



6. Check the drop down menu to see what Microphone is selected for Chrome to utilize. The microphone usually should be set to the Internal Microphone for the best results.



Ask before accessing (recommended)

7. You may need to restart your browser for the changes to take full effect.

