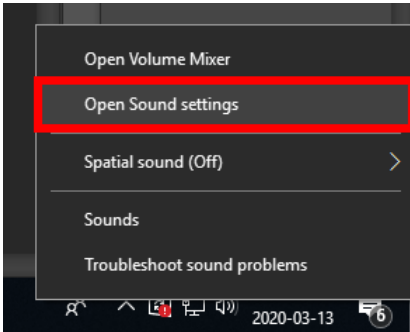# Configuring Audio Devices for Web Conferencing in Windows 10

How to prepare your computer's audio devices for successful web conferencing in GoToMeeting and Blackboard Collaborate Ultra
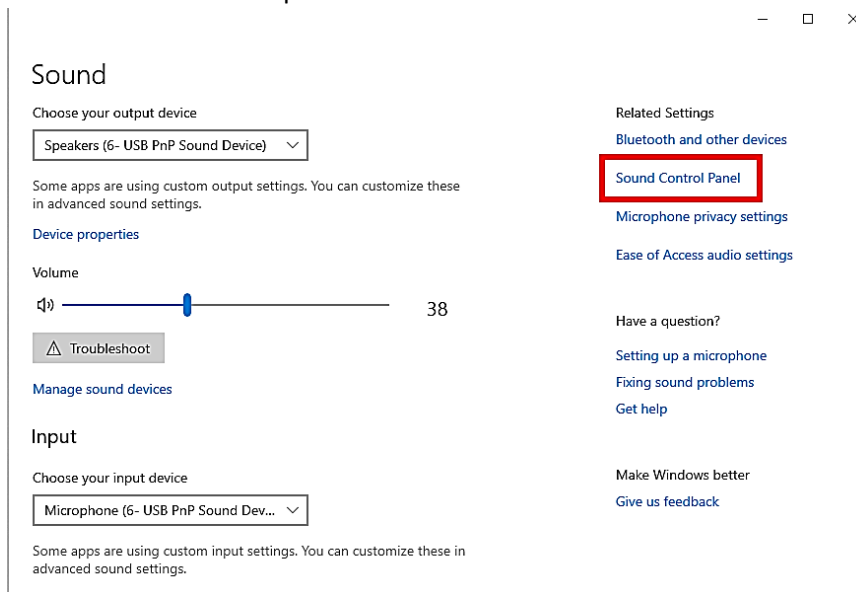
1. The bottom-right corner of the screen is the **System Tray** part of the Windows 10 taskbar which contains a little **speaker shaped** icon
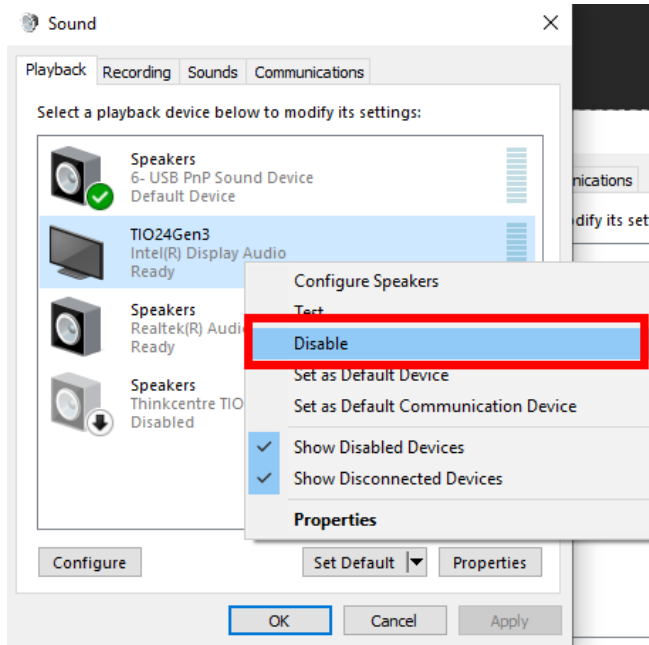

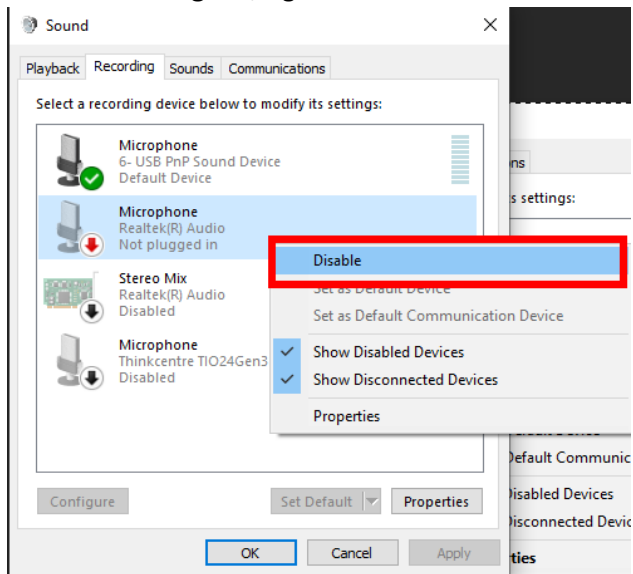2. Right-click on the **speaker icon** and select **Open Sound Settings**

3. On the **Sound Settings** screen, click the link **Sound Control Panel** located in the top-right corner; Of the four tabs in the **Sound Control Panel**, **Playback** (speakers) and **Recording** (microphone) are the two that are important
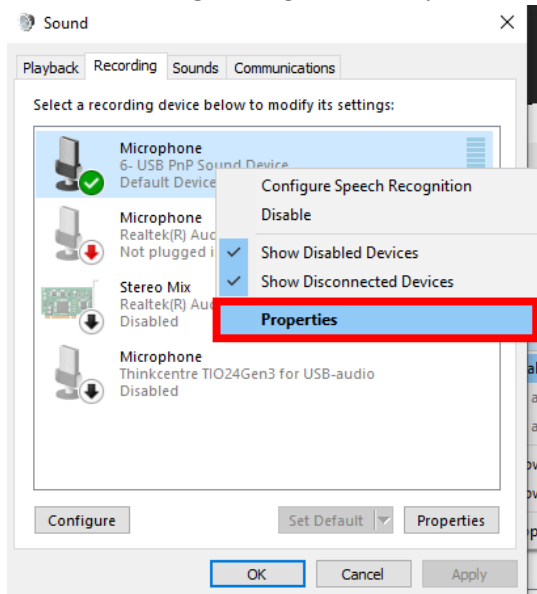
4. In the **Playback** tab, right-click on all audio devices that are **not** your headset and select **Disable**; your headset may be listed as **USB PnP Sound Device** and may also contain the brand name of your headset
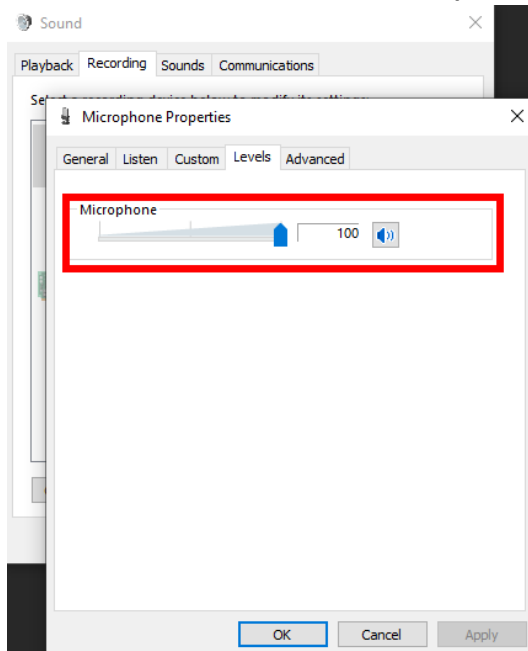

5. In the **Recording** tab, right-click on all audio devices that are not your headset and select **Disable**
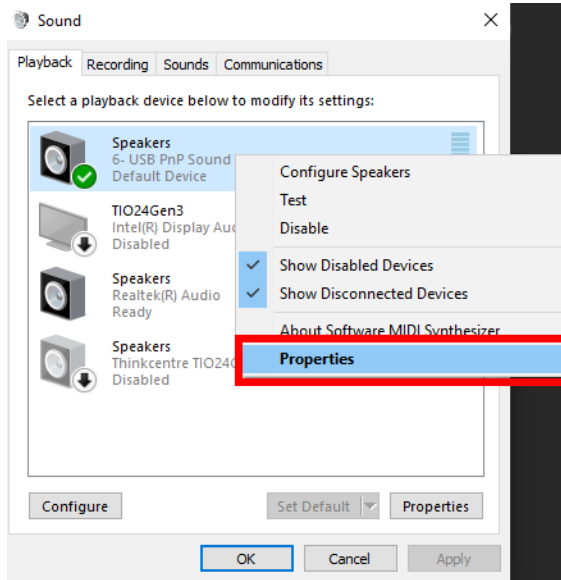
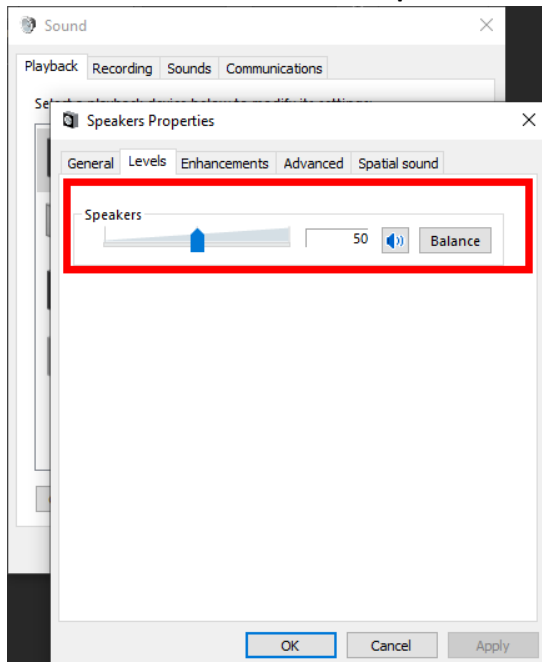6. In the **Recording** tab, right click on your headset device and select **Properties**

7. Click the **Levels** tab and set the **Microphone volume** to between 85 and 100; click **Ok** to apply

8. In the **Playback** tab, right-click on your headset and select **Properties**

9. Click the **Levels** tab and set the **Speakers** to a comfortable level; click **Ok** to apply

You are now ready to launch your web conferencing software (GoToMeeting or Blackboard Collaborate Ultra) and run the audio set-up to ensure your headset is functioning properly in the web conferencing environment.