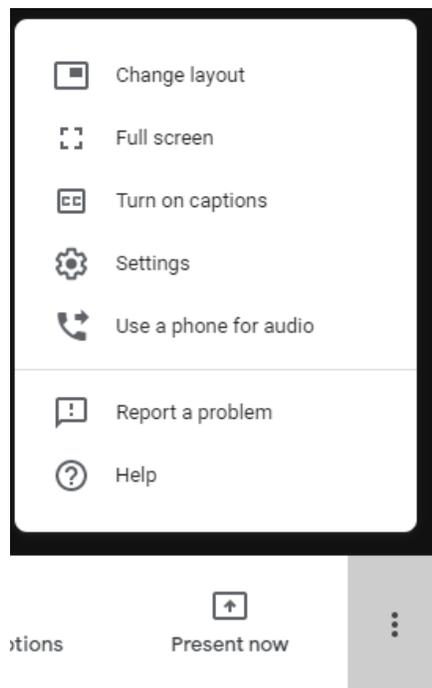


Checking Audio Settings in Google Hangout

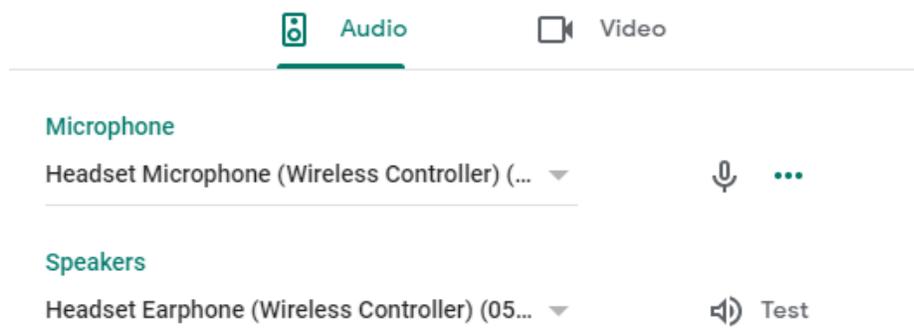
- Once you are in the meeting if you find you do not have Audio or Microphone please attempt the following
- Hover towards the lower portion of the meeting window to bring up the taskbar
 - First verify your Mic and Camera are not disabled/muted (In this image the camera and Mic are muted.) To enable them click to turn them back on.



- If this did not resolve things please click on the 3 vertical dots in the right hand corner to bring up the following pop up and select Settings. (These vertical dots and the settings option are also available in the preview window before joining the meeting.)

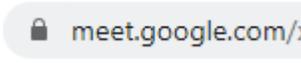


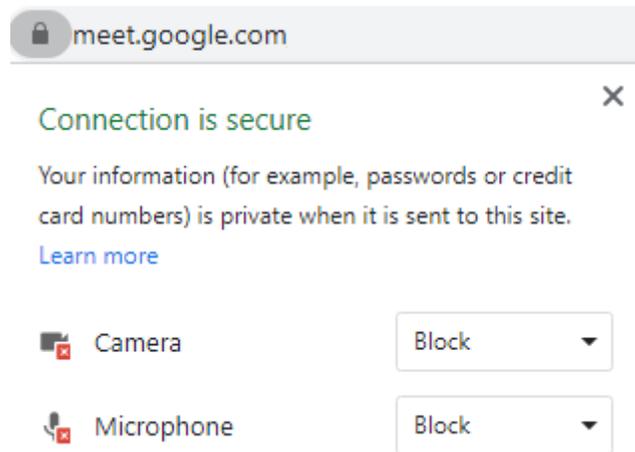
- You should now see both Microphone/Speaker listed with a drop down selection next to each.



- These may have default to something other than the correct device. Please Rotate through the different options to see if any work and make note of it.
- For the microphone you should see the 3 dots move when you speak, and the test for the speaker should sound like a phone ringing.

Still No Audio

- Verify that you did not accidentally block Microphone or Camera access In Google Hangout
 - Click on **the lock** next to the Meeting URL 
 - If you find it says block please switch the drop down to allowed



- Verify the volume is up on Speakers/Microphone
 - Right click on  in the taskbar of Windows and select **Open Sound Settings**
 - Make sure your Input (microphone) and Output (Speakers) are set to the correct devices and set the Master Volume to a comfortable level and test.