Check Audio and Microphone Settings on your Computer (macOS)

1. Click the Apple logo in the upper left and then click "System Preferences...".



2. Click Sound.

9	Set up Kloud,	the App Store	, and more.				Sign In
				0	0		
General	Desktop & Screen Saver	Dock	Control	Siri	Spotlight	& Region	Notifications.
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	E 2	9	8	۲	۲		
Displays	Sidecar	Energy	Date & Time	Sharing	Time	Startup	

3. Click the Output tab.

	Sound Effects Output Input	
	entre	
Select an alert sound:		
Name	Type	
Basso	Built-in	
Blow	Built-in	
Bottle	Built-in	
Frog	Built-in	
Funk	Built-in	
Glass	Built-in	
Play sound effects through:	Selected sound output device	
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Puer vuluine.	· · · · · · · · · · · · · · · · · · ·	
	The second standard and all standard	
	Party user internace sound enects	
	Play feedback when volume is changed	?
Output volume:	at	Mute
Confront Provense.		the state of the s

4. In the Output tab, make sure the correct audio device is showing up. In this example, it is a headset (which shows up as headphones for output).

NOTE: For the computer on its own (no headset/headphones), it will say "Internal Speakers".

Sound Effects	tput Input
Select a device for sound output:	
Name	Туре
Headphones	Headphone port
Adamian 254 Conference Room	AirPlay
Gaurav's Office	AirPlay
office 22A	AirPlay
Settings for the selected device:	
Balance:	right
	3
Output volume: 🛋 👘	(1)) = Mute
Show volume in m	enu bar

5. Click the input tab and check that it is correct (in this case, External microphone for the headset).

NOTE: For the computer on its own, it will say "Internal Microphone".

K > III S	iound coarch		Sound Q Search
Sound Effects	Output Input	So	und Effects Output Input
Select a device for sound output:		Select a device for sound input:	
Name	Туре	Name	Type
Headphones	Headphone port	External Microphone	Microphone port
Settings for the selected device:	AIPBY	Settings for the selected device:	
Balance:	right	Input volume: 🌡 Input level:	
Output volume: 🛋 👘		Output volume: 🛋	