Check Audio and Microphone Settings on your Computer (macOS)
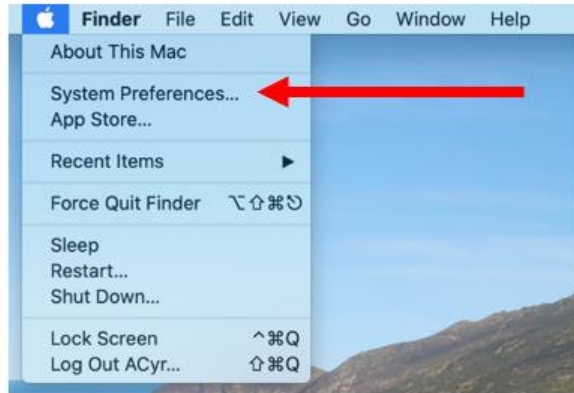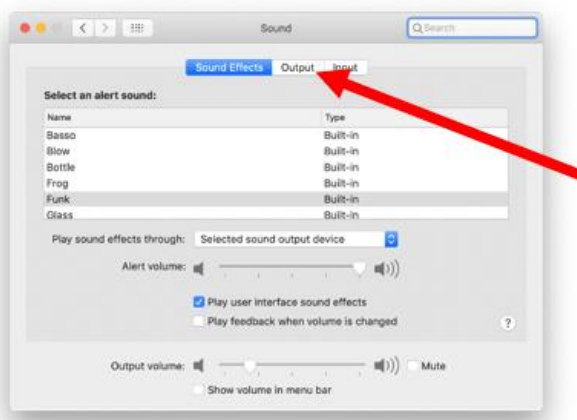
1. Click the Apple logo in the upper left and then click "System Preferences…".
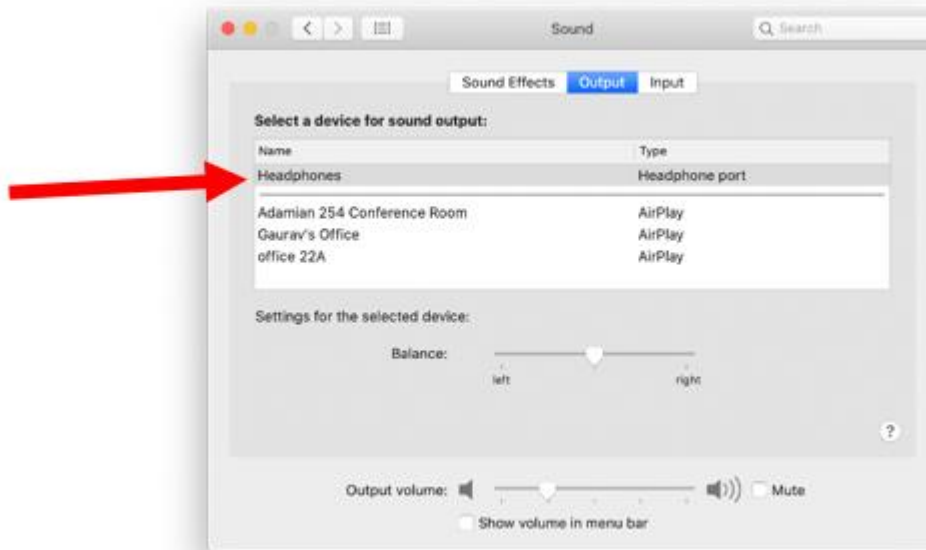

2. Click **Sound.**

3. Click the Output tab.

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".

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".