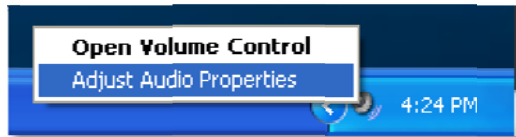


HOW TO ADJUST MICROPHONE VOLUME

1. Notice that down by your clock, there is a small icon of an audio speaker.



2. Right-click the speaker and choose **Adjust Audio Properties**.



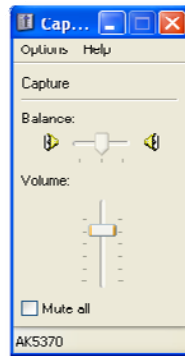
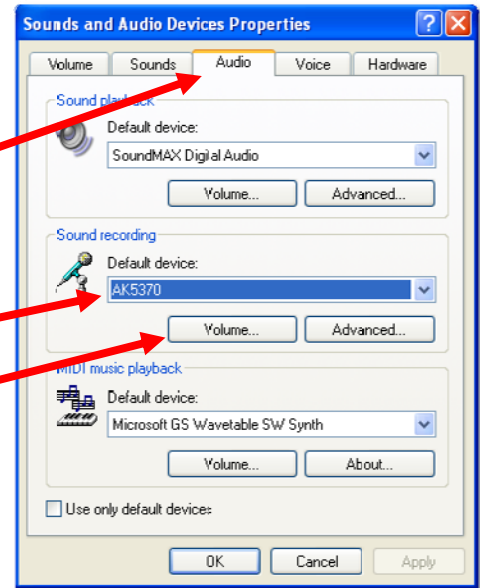
3. Your **Sounds and Audio Devices Properties** window will appear.

4. Find the **Audio** tab and click on it.

5. In the **Sound Recording** section, it should say AK5370 if you are using the microphone provided in class.

6. Click **Volume**.

7. If needed, adjust the volume up. This will increase the sensitivity/volume of your microphone.



8. Close the windows that you opened in this process. You are ready to record!