

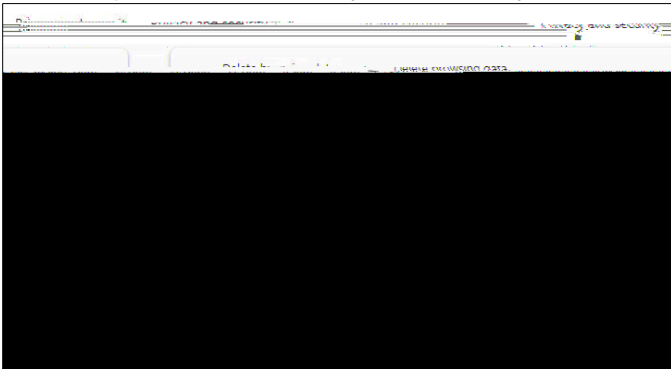


Media Services – How to Change your Microphone and/or Webcam

Video Walkthrough: [CLICK TO VIEW](#)

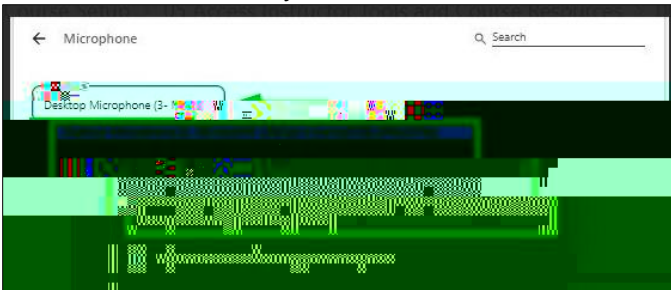
If you use a laptop you most likely have a built-in microphone and webcam. However, some may choose to use a USB microphone and/or webcam for convenience or improved quality.

We recommend using Google Chrome for Media Services. Click the 3 dots at the top right of Google Chrome and select "Settings". Under the Settings menu, top left, click "Privacy and security".



From the menu in the center of the page, click to expand "Site Settings".

Here you will see "Permissions", click "Microphone" to access the settings. Click the drop-down menu at the top of the settings page to reveal microphones that are connected to your device.



Click the microphone you wish to use from the list. If you do not see the microphone you wish to use, check your device System settings to ensure it is enabled. If you see two entries for the microphone you wish to use, use the one that is marked as 'default'.

