

Windows 7, Windows 8 and Windows 10

Click on show desktop if desktop is not showing.

Right click on the Speaker icon on your taskbar -> observe the **Playback** and **Recording** devices tabs.

Select **Recording devices**

Select **Microphone** (it will be listed as either "C-media", "USB PnP Sound Device" or "CAD Audio")

(Note, you can tell if the mic is connected and working by speaking into the mic and observing the green bar graph move on the right side of the device)

Select **Playback devices**

Select **Speakers** (it will be something other than what was listed as the recording device, (typically your default speakers such as Realtek High Definition etc.) Make sure to select **Set Default** otherwise you will not hear any sound from your speakers.

You can also access the recording and playback settings by opening the control panel and selecting **Sound*

We recommend Audacity for audio recording and editing.

<http://audacityteam.org/>