

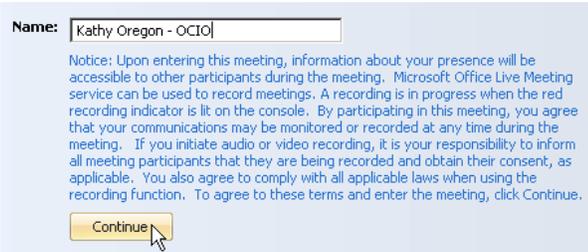
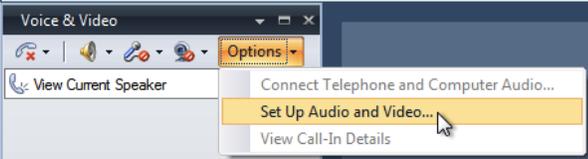
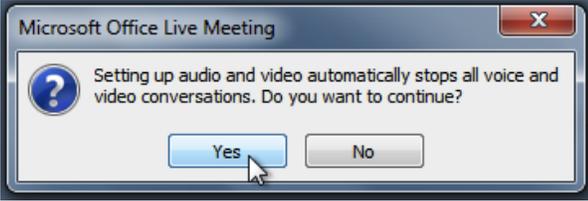
Notes

Be sure to check the date in the upper right hand corner to make sure you are using the latest version of this job aid.

Checking Your Audio Settings in LiveMeeting

Using VOIP (Voice Over Internet Protocol) for a LiveMeeting means that you'll be using your computer to hear and participate in the session. The preferred way to participate using VOIP is through a VOIP headset that plugs into your computer through a USB port or through the speaker and microphone jacks in your computer). Once you have plugged in your headset, the procedure below will show you how to configure your audio in LiveMeeting.

NOTE:: Make sure you have plugged your headset into your computer before you begin.

Step	Activity	View
1.	From your LiveMeeting invitation, select Join Meeting .	Team AgLearn has invited you to attend an online meeting using Live Meeting. Join the meeting.
2.	Enter your name and agency, then click the Continue button.	
3.	From the LiveMeeting menu, select Voice & Video .	
4.	From the Options drop-down list, select Set Up Audio and Video .	
5.	Select Yes to continue.	
6.	Select Test to hear a tune, indicating you have selected your headset as the speakers for the session. Slide the arrow icon to adjust the volume, then click Test again to stop the test.	

If you do not hear a tune, select another device from the Speakers drop-down list and select **Test** again.

Notes

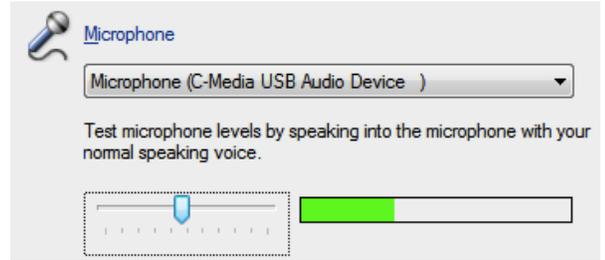
If you see a yellow or red bar each time you speak, use the slider icon to adjust the volume lower.

If you select **Next** instead of **Finish**, you'll be able to configure a web cam. Webcams are often distracting to other users, so please don't enable your webcam unless you have a specific need.

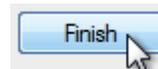
Only unmute your microphone when you wish to speak. As soon as you are finished speaking, click the icon to return to mute mode.

Checking Your Audio Settings in LiveMeeting

7. Verify that the Microphone drop-down list identifies the same source as your speaker (they should both identify your headset). Speak in your normal speaking voice to test the microphone. You should see a green bar move as you speak.



8. Select **Finish** to complete the process.



9. When you return to the meeting, you'll notice the microphone icon in the upper right corner of the screen. The red circle indicates that your microphone is currently muted.



10. When you wish to speak, simply click the speaker icon to unmute your microphone. When your icon appears with no red circle, you can be heard by all in the session.



Note: If you are unable to configure your LiveMeeting audio setup to use your headset speakers and microphone, please contact your agency IT support desk to help you with the setup.