

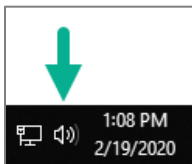
Adjusting Your Microphone Input Level (Windows 10)

When you sit down to record video or audio, it's a good idea to record a short segment and play it back to make sure your recording is audible.

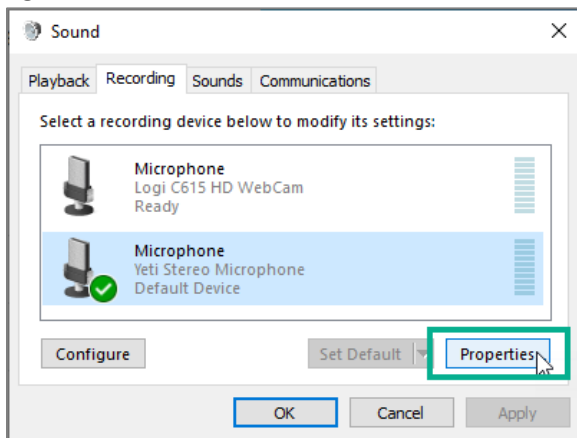
If the audio is too low when you play it back (even after turning up the sound volume), then you should adjust your microphone's input level.

To adjust the microphone input level on Windows 10:

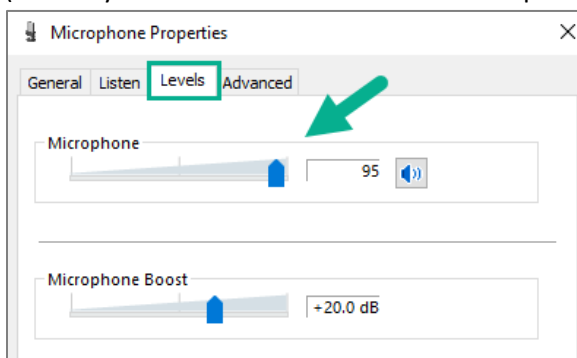
- Locate and right-click the sound icon (🔊) in your computer's taskbar (located in bottom-right corner of your screen)



- A contextual menu appears. Choose **Sounds**.
- In the dialog box that appears, click the **Recording** tab. A list of microphones displays; there may be one or several listed. The currently active microphone has a green checkmark on it.
- Click on the active microphone (the one with the green check) to select it. Then click **Properties** in the lower right.



- Click the **Levels** tab.
- Move the **Microphone** slider bar to the right – somewhere between 80 and 100 is usually good, depending on your microphone and how softly or loudly you tend to speak. (You may see a second slider bar for "Microphone Boost". Typically, you can leave this as is.)



- Click **Apply** and then **OK**. Then on the Sounds window, click **Apply** and **OK** again.
- Retry recording with your microphone and play it back. If needed, you can adjust the input level again.