

- 1) **Install and Test the VOIP headset WITH MICROPHONE *PRIOR to class start date***
 - a. The headset should connect to your computer through a USB port (wireless options are also available)
 - b. The headset should include a microphone for speaking during the session and not just listen only
 - c. Install the headset on your computer using instructions included with the headset



- 2) **After installing, test the headset on your computer with other applications** (YouTube, Skype, ...)
- 3) **Joining the training session on the day of class**
 - a. Connect to the training session - email invitation link from “**messenger@webex.com**”
 - b. Choose the option to “Use Computer for Audio” – click Call Using Computer button



- c. Test the headset audio – click Test speaker/microphone



- d. Click the Test button to hear the volume and adjust using the slider bar as needed. Choose the dropdown arrow if your device name is not currently listed.
- e. Speak into the microphone and note the display change in the slider bar. Typically the box to “Automatically adjust volume” should be checked. **Click OK when finished.**

