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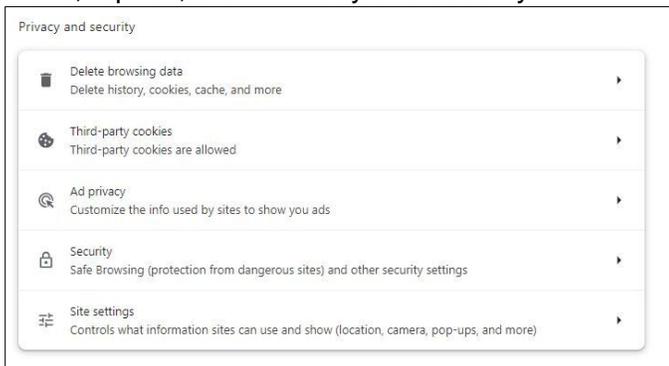
From the menu in the center of the page, click to expand "Site Settings".

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.
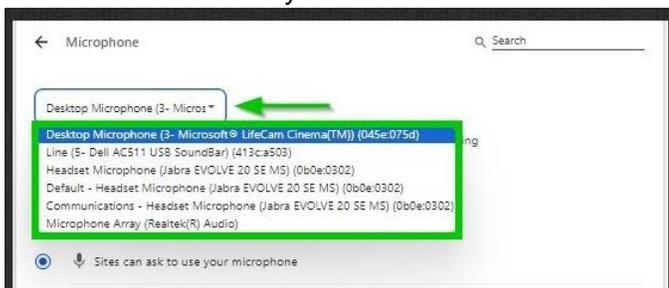
Click the microphone you wish to use from the list. If you do not see the microphone you wish to use, check your device System settings to ensure it is enabled. If you see two entries for the microphone you wish to use, use the entry that includes "(Default)", otherwise you may encounter an error when you start to record.
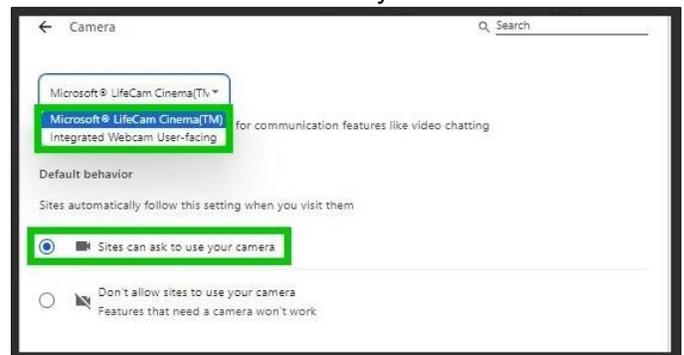
Your selection will populate the drop-down window and is now your Google Chrome default microphone

When you launch the recorder you will see an audio-level line. You may speak to test the audio level to ensure your microphone is functioning correctly before you click "Start recording", the audio-level line will fluctuate to your voice. If the audio-level line does not fluctuate, confirm the browser settings saved your changes. If the browser settings have been saved, ensure your microphone is turned on in your computer system settings and the volume level is adequate.

Before you record your lecture, we recommend performing a 2-minute recording to ensure your audio levels are satisfactory on playback.

The steps for changing the Webcam are very similar. 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 "Camera" to access the settings

Click the drop-down menu at the top of the settings page to see webcams connected to your device. Click the webcam you wish to use. Check the radio button "Sites can ask to use your camera".

If you do not see the camera you wish to use, check your device System settings to ensure it is enabled. Your selection will populate the drop-down window and is now your Google Chrome default camera.

Before you record your lecture, we recommend performing a 2-minute recording to ensure your camera quality is satisfactory on playback.

SUPPORT AT every step

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