Using a Microphone on Windows

When using an external microphone, the microphone must be selected in the computer’s settings as the chosen audio input device. On a laptop the webcam is the default microphone. It is identified as the Internal Microphone. If a different microphone is used it must be selected or the internal microphone will continue to be the default audio recorder.

Follow the steps below to identify a microphone as the default sound recorder. A USB microphone is used.

First, connect the microphone to the computer and turn it on. If this is the first time you are using a USB microphone the computer may automatically start downloading drivers.

Depending on your Operating System, find and open the Sound panel. At the Start menu, open the Accessories folder; select Sound Recorder. Or, on the Taskbar, lower left, right click on the Sound icon and select Recording Devices.

This demonstrates the usb microphone plugged into the usb port. If the microphone is not displayed, right click inside the recording area and select “Show Disabled Devices” and select “Show Disconnected Devices.”

Select the USB Audio device and then select Properties.

Select Levels and adjust for recording. Select OK > OK and exit. Adjust settings in the Audio application if necessary. For example, the microphone may need to be selected in Audacity and the recording levels adjusted. NOTE: Open Audacity after the USB microphone is turned on.