Audio Setup for Mac Users

CAMBRIDGE ENGLISH
Language Assessment
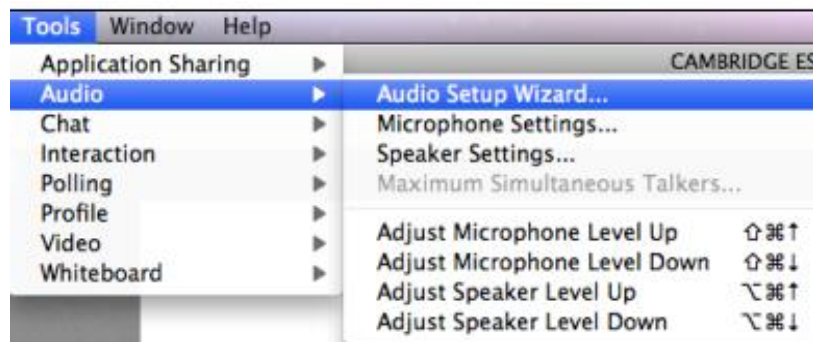Part of the University of Cambridge

Setting up your sound

- Before taking part in the webinar you need to check your audio is configured correctly on your headphones or speakers.

- Basic audio settings can be configured using the Audio Setup Wizard once you have logged in to Blackboard Collaborate V12.
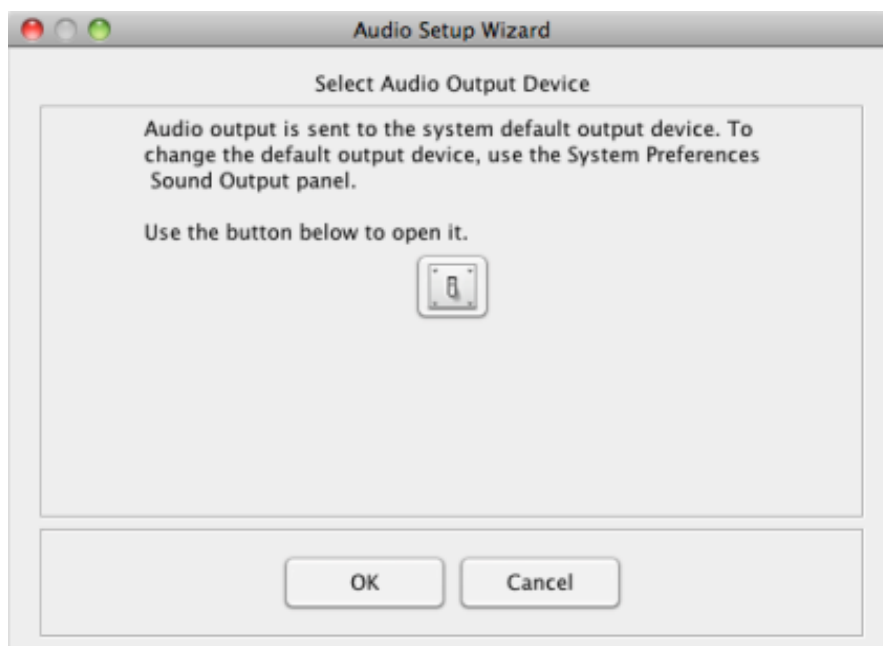
Using the Audio Setup Wizard

Step 1

Click **Tools > Audio > Audio Setup Wizard**

Step 2

Select the device (i.e. headphones or speakers). The choices will depend on your particular operating system. The audio output will be sent to the system default output device, and the following window will appear:
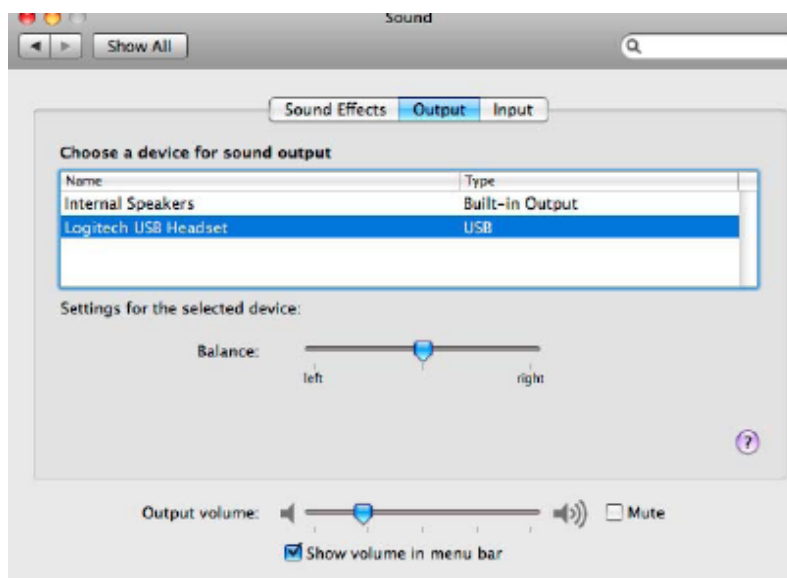
Audio Setup for Mac Users

CAMBRIDGE ENGLISH
Language Assessment
Part of the University of Cambridge

Step 3

To choose a different device, use the System Preferences Output panel. Click the [ ] button from the **Select Audio Output Device** window.
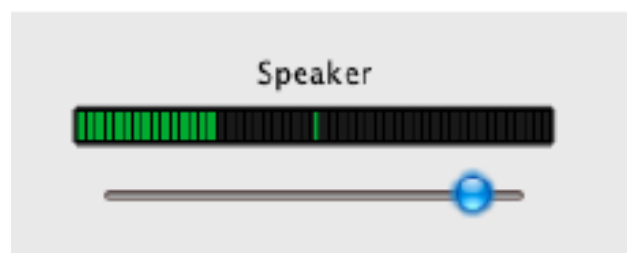
Step 4

Select the device you want to use to hear the audio from the Blackboard Collaborate V12 session. Close the window and click **OK**.

Step 5

Listen to the pre-recorded audio message by clicking the [▶ Play] button. Adjust your audio to a comfortable listening level by moving the speaker slider bar.

Step 6

Confirm you were able to hear the audio by clicking the [Yes] button.

Step 7

Please skip through the microphone setup wizard as a microphone is not required for a Cambridge English Webinar presentation.