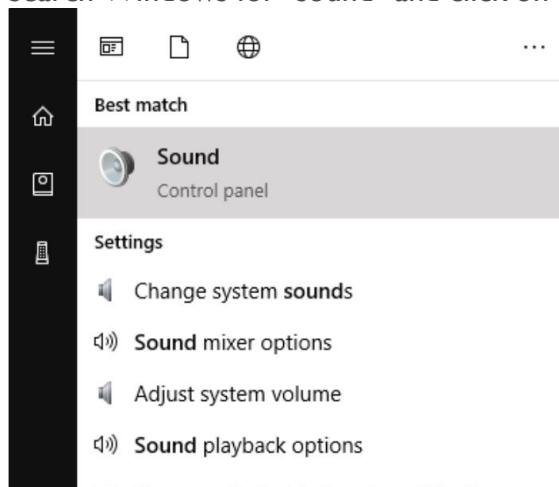# How To Use Webcam & Microphone for Teleconferencing

- **Webcams** – Offer a video camera and microphone and use a USB plug. Resolutions options (in increasing order): 720p, 1080p, and 4k. They higher the resolution, the clearer the image will be, but will require more data usage to send and receive, which can be an issue for those with data-capped Internet plans or insufficient connectivity (poor WiFi signal, etc).
- **Headsets** – Offer a feedback-free audio only solution.
    - **Wired** – Can use USB or 3.5mm (standard headphone) plugs. The USB models tend to be easier to set up, the 3.5mm models may require configuration settings to be changed on the computer.
    - **Wireless** – Use a USB dongle or Bluetooth connection. Allow the user to not have any cables, but will need to be recharged regularly. **NOTE**: Most of the desktop computer provided by Palomar do not have Bluetooth.
- **Microphone** – Can use USB or 3.5mm plug. Offer better quality audio pickup, but can create feedback when used with speakers (which may be necessary for interactivity).

NOTE: For audio-only solutions, Palomar College recommends a wired, USB headset. It will be the easiest to connect and use and will often the most reliable. They also tend to be more cost-effective than wireless options.
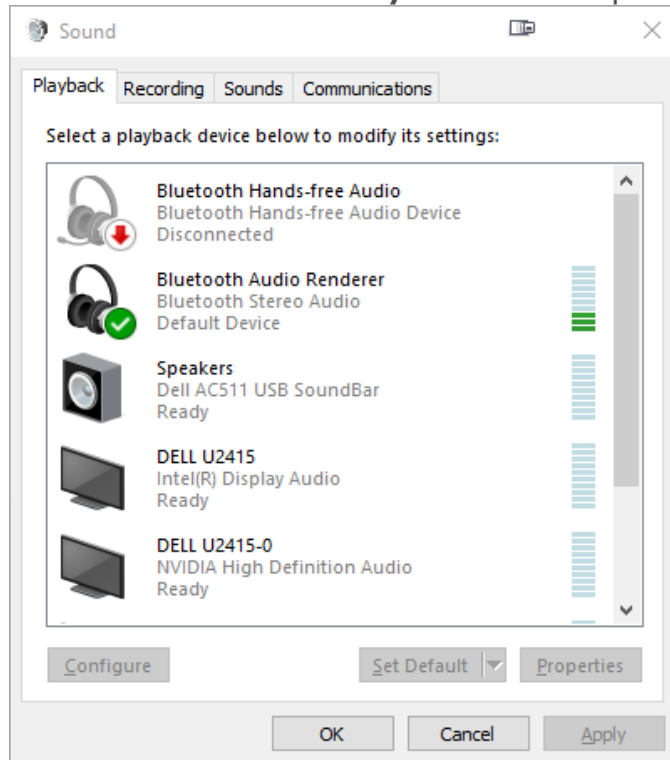
Input/Output Configuration in Windows 10

Once an audio input/output device is connected to your computer, Windows should automatically make it your default device. If it doesn't please follow these steps to set the device as default:
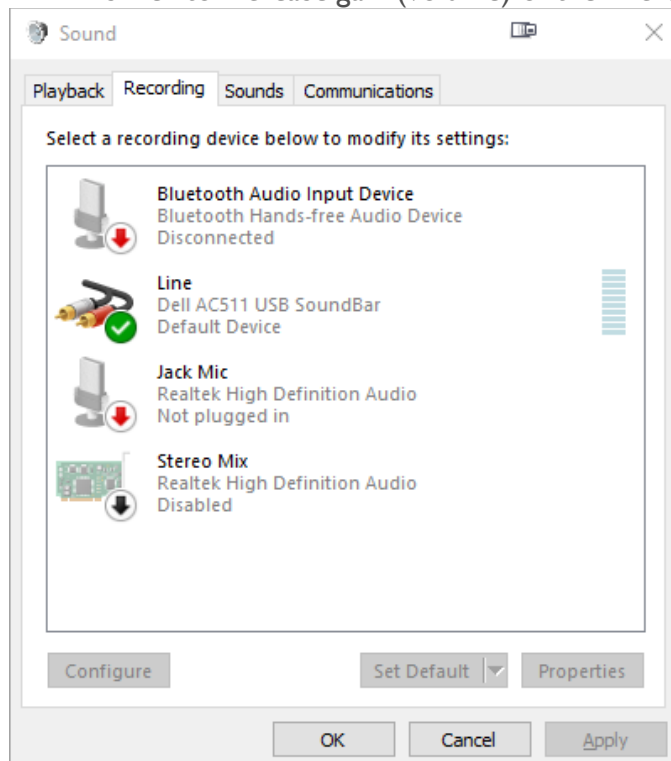
1. Search Windows for "sound" and click on the Control Panel icon.

2. Select the **Playback** (output) device you wish to use, such as speakers/soundbar/headphones, and right-click to the **Set Default Playback Device** option.

3. Click the **Recording** tab.
4. Choose the Recording (input) device (USB headset, Line-in microphone, etc) and right-click to set the **Set Default Communication Device**.
   1. Test the microphone/headset by speaking and noting the input level, using the Input volume slider to increase gain (volume) of the microphone should it need to be louder.
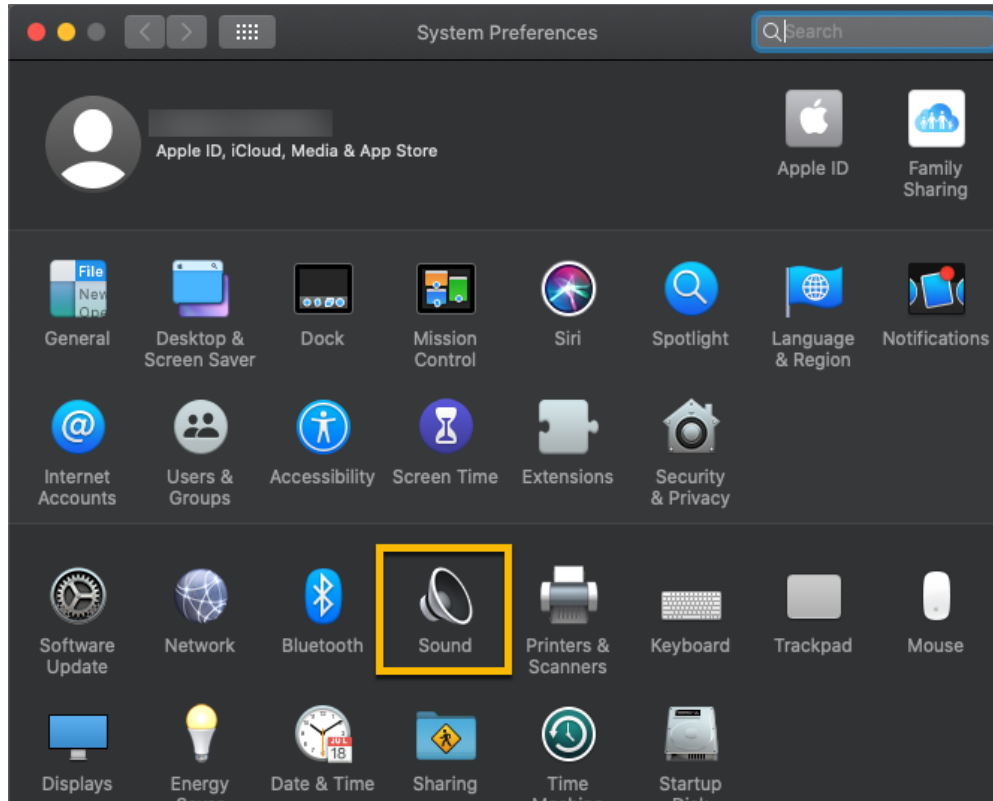

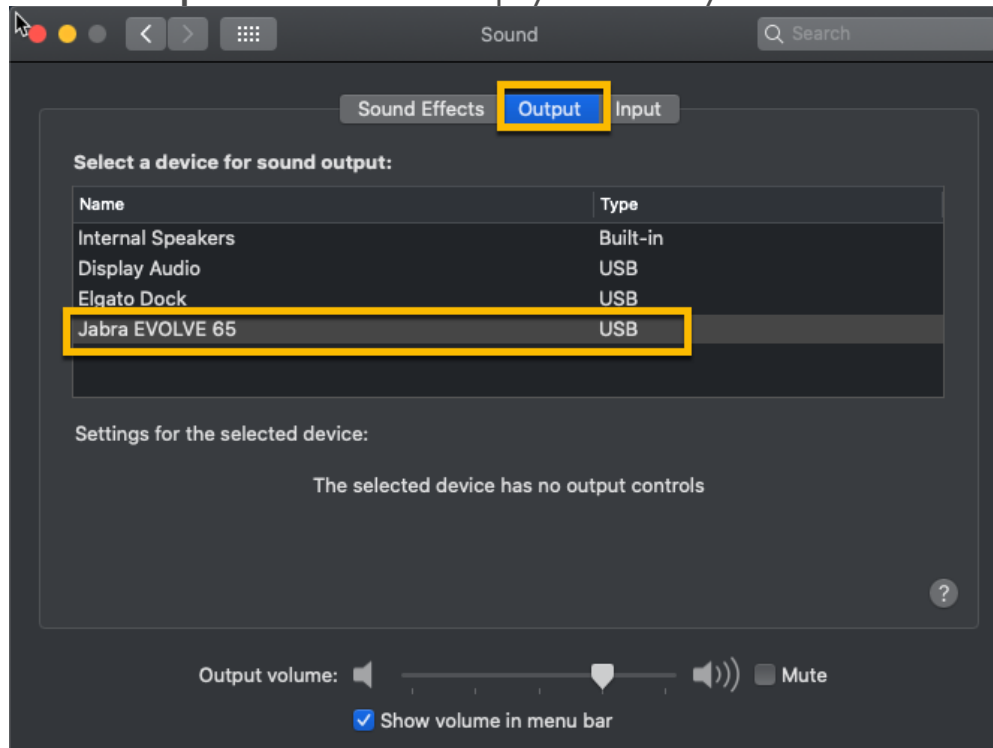5. Click the **OK** button to save the settings.

Input/Output Configuration in Mac OSX

Once you have an audio input/output device connected to your computer, please use the following steps to select the device you would like to use:
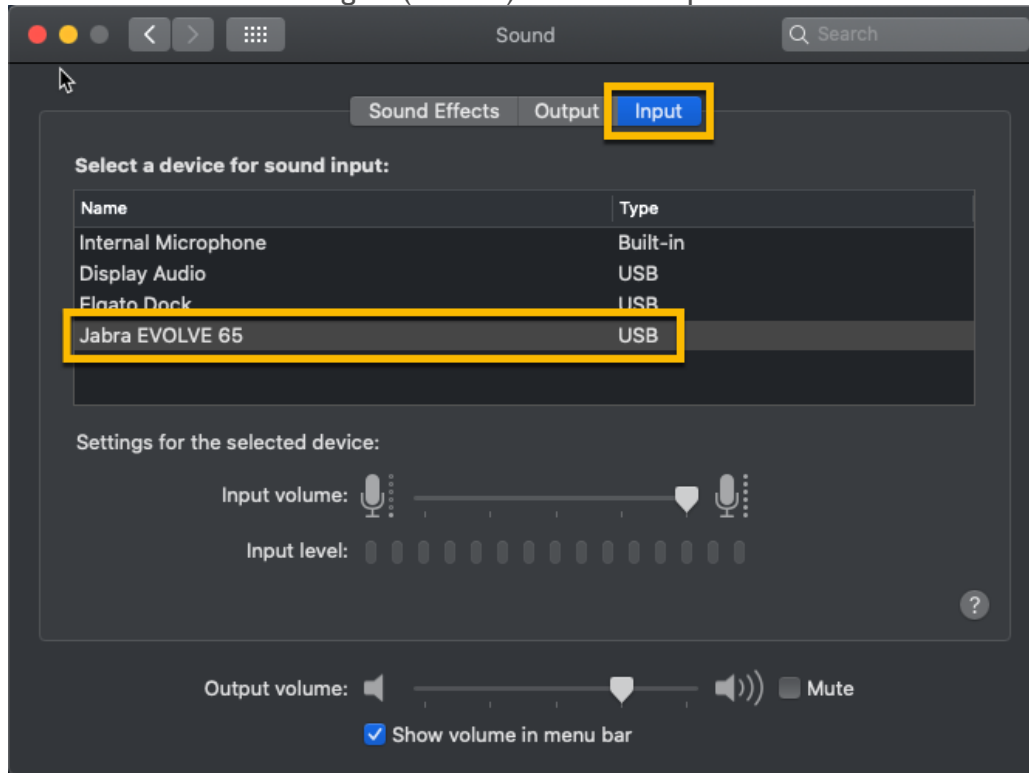
1. Open **System Preferences** (top-left corner, click Apple logo).
2. Click the **Sound** icon.

3. Click the **Output** tab and choose the playback device you wish to use.

4. Click the **Input** tab and choose the microphone/recording device you wish to use.
   1. Test the microphone/headset by speaking and noting the input level, using the Input volume slider to increase gain (volume) of the microphone should it need to be louder.

5. Close the **System Preferences** window.

6. For troubleshooting tips, please visit our FAQ section here.