

## How to Adjust Microphone Input Level on Windows 10

When you sit down to record video or audio, it's a good idea to record a short segment and play it back to make sure your recording is audible.

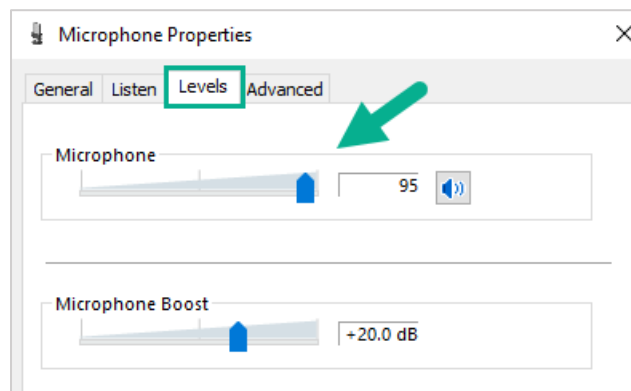
If the audio is too low when you play it back (even after turning up the sound volume), then you should adjust your microphone's input level.

### To adjust the microphone input level on Windows 10:

- Right-click the sound icon in the task bar (bottom right corner), then choose **Sounds**.



- Click the **Recording** tab. A list of microphones displays; there may be one or several listed. The currently active microphone has a green check on it.
- Click on the active microphone (the one with the green check) to select it. Then click **Properties** in the lower right.
- Click the **Levels** tab.
- Move the **Microphone** slider bar to the right – somewhere between 80 and 100 is usually good, depending on your microphone and how softly or loudly you tend to speak. (You may see a second slider bar for “Microphone Boost”. Typically you can leave this as is.)



- Click **Apply** and then **OK**. Then on the Sounds window, click **Apply** and **OK** again.
- Retry your recording and play it back. If needed, you can adjust the input level again.