Perform the following steps to set up the proper microphone within a Collaborate Ultra session

1. Click the arrows icon on the lower-right of the session window to open the panel.

2. Click the gear icon on the bottom of the panel.

3. Click Set up your camera and microphone.

4. Click the drop-down arrow.

5. Select the Logitech Brio microphone.

6. Test the microphone by saying a few words aloud. If you see the purple audio meter bar bouncing, your microphone is setup correctly, so click Yes - It’s working.
   
   NOTE: Clicking No - I need help will open Blackboard’s troubleshooting website in a new tab in your browser.
7. Select the applicable video option.

A. **HoverCam** to display the HoverCam.

B. **Logitech BRIO** to display you.

8. Click **Yes - It’s working** if you see the HoverCam or yourself.

**NOTE:** You do not need a working camera to use your microphone.