HOW TO CHECK SOUND SETTINGS ON YOUR PERSONAL COMPUTER (Using Windows 10 PC)

The steps below provide guidance for checking to make sure that audio settings are not muted or disabled for a Windows 10 PC

**Step 1** – Right-click the Speaker icon on the Windows taskbar. (If there is no speaker Icon on your task bar, see instructions in Step 3 below.) Then click on the sound icon. See the red arrow below.

Then Open Volume Mixer

Then choose,

Step 2 – You will see a set of volume controls for your devices. Make sure that none of them are muted. If any of the are muted, you will see a red circle with a line through it next to the volume control. Select the volume control to unmute

Step 3 – Check your device properties to make sure that your devices have not been disabled. Select Start > Settings > System > Sound

Step 4 – Select your audio device, then select **Device Properties**. Select both Device properties for input and output devices

Step 5 – Make sure the **Disable** box is not checked for both input and output devices

Note: If you are using external speakers, make sure that they are properly connected to your computer.