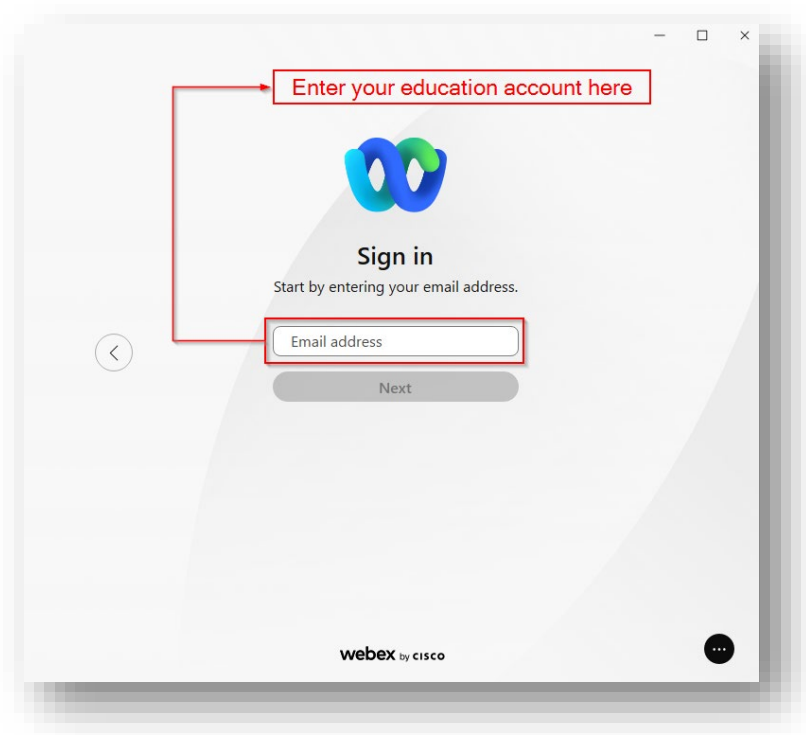


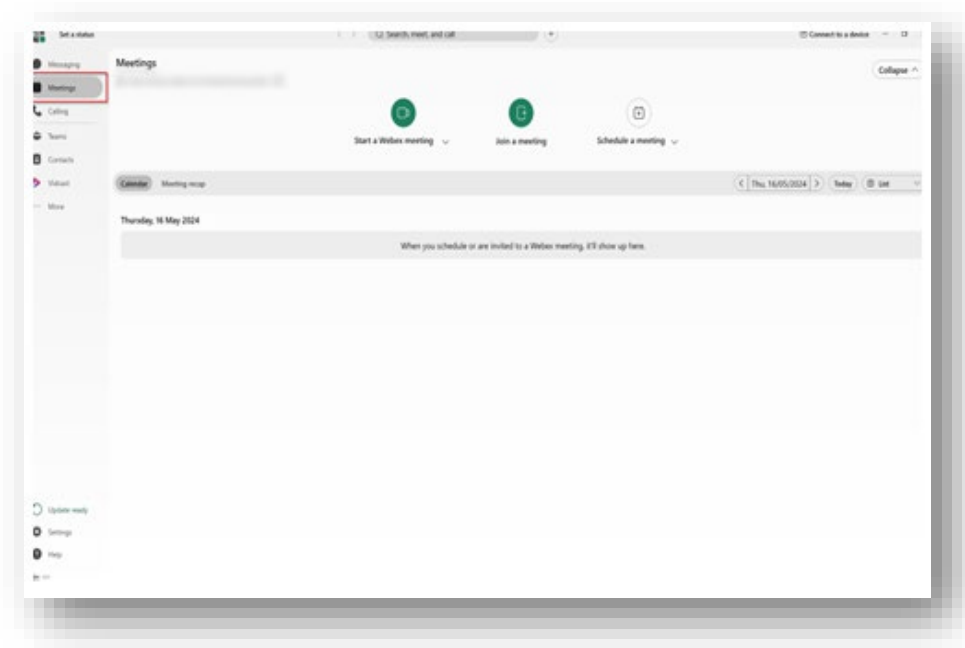
Webex sound check before the interview.

Date created: 17/05/2024

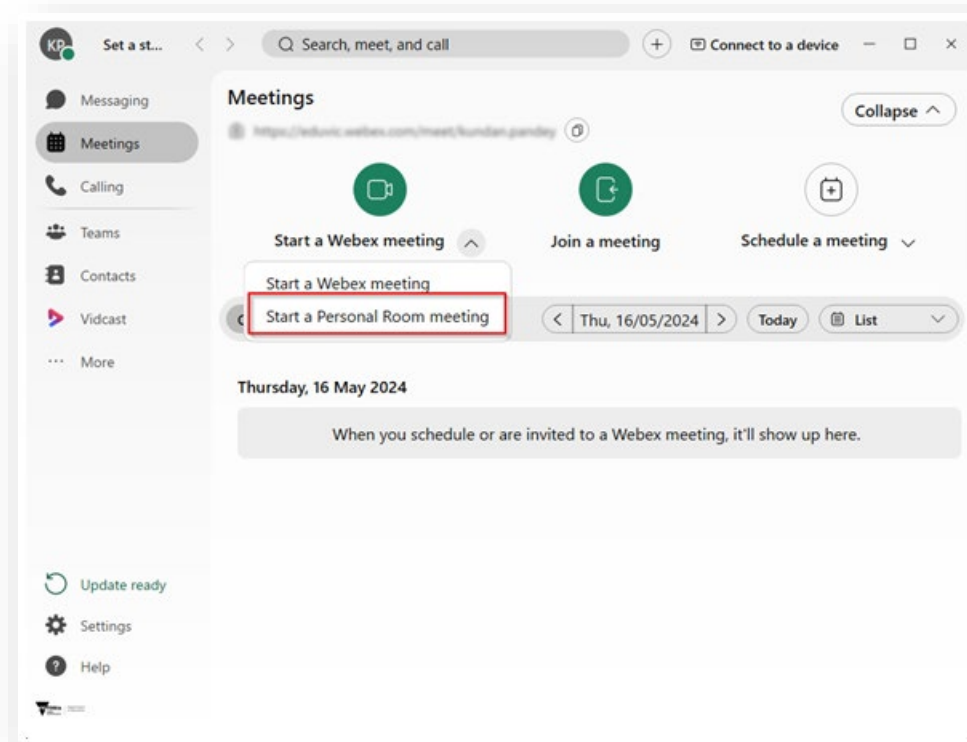
1. Sign in to Webex with your education account. The format of a Victorian education account is firstname.lastname@education.vic.gov.au



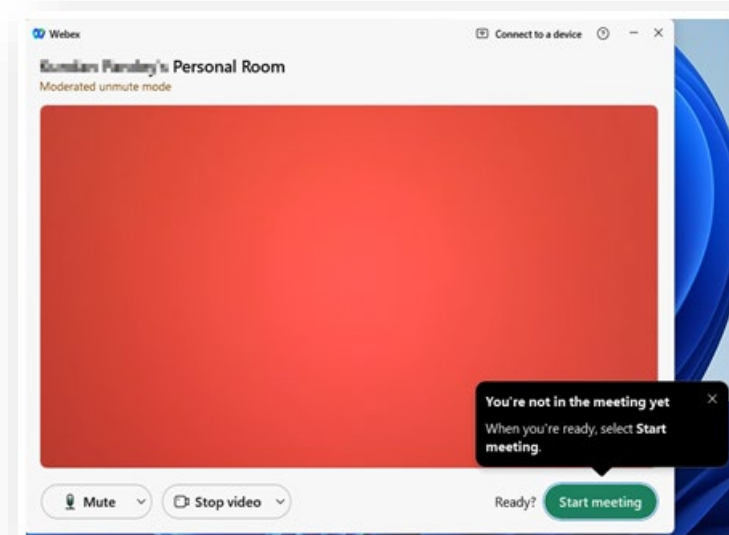
2. Once signed in, Select the **Meetings** tab on the left panel



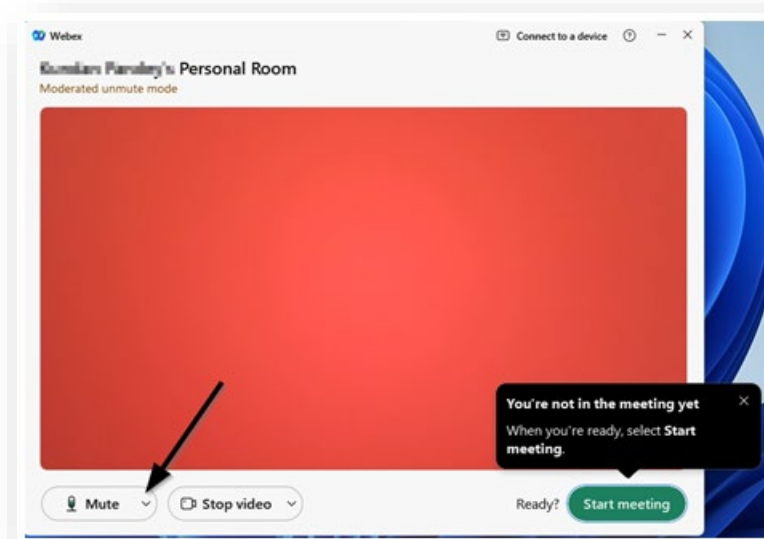
3. Click on **Start a Webex Meeting** drop down arrow to start a **Personal Room Meeting**



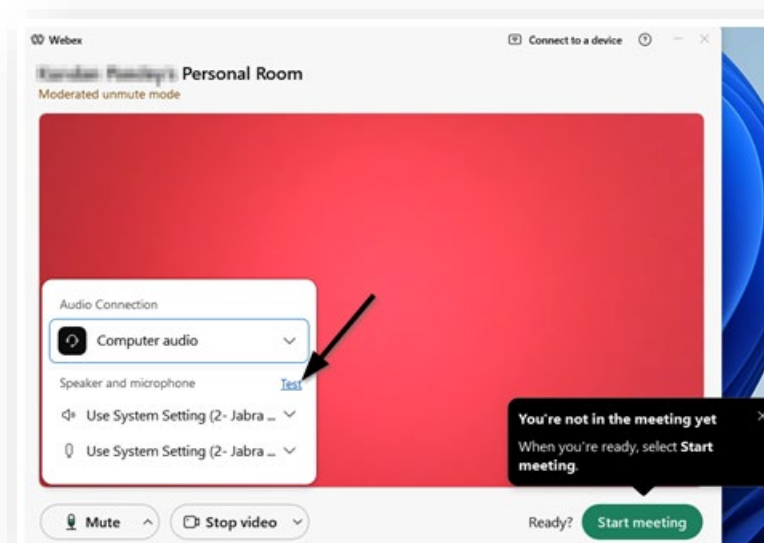
4. This will open the **Personal Room**



5. Click on the **drop-down** arrow next to **Mute**

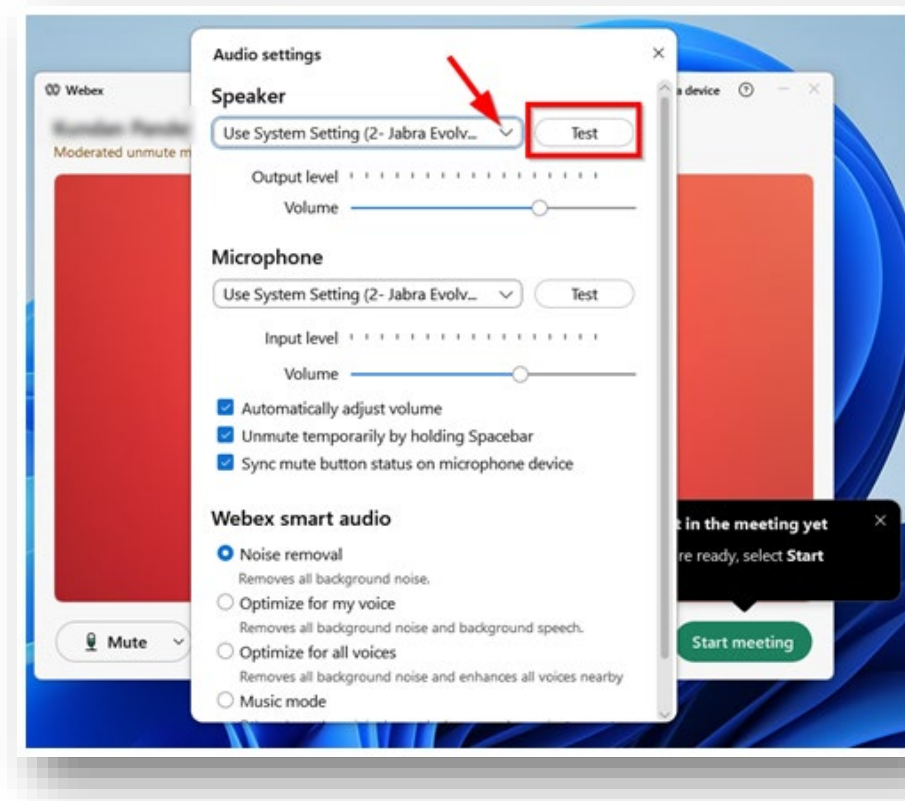


6. Click on Test



7. Speaker Test

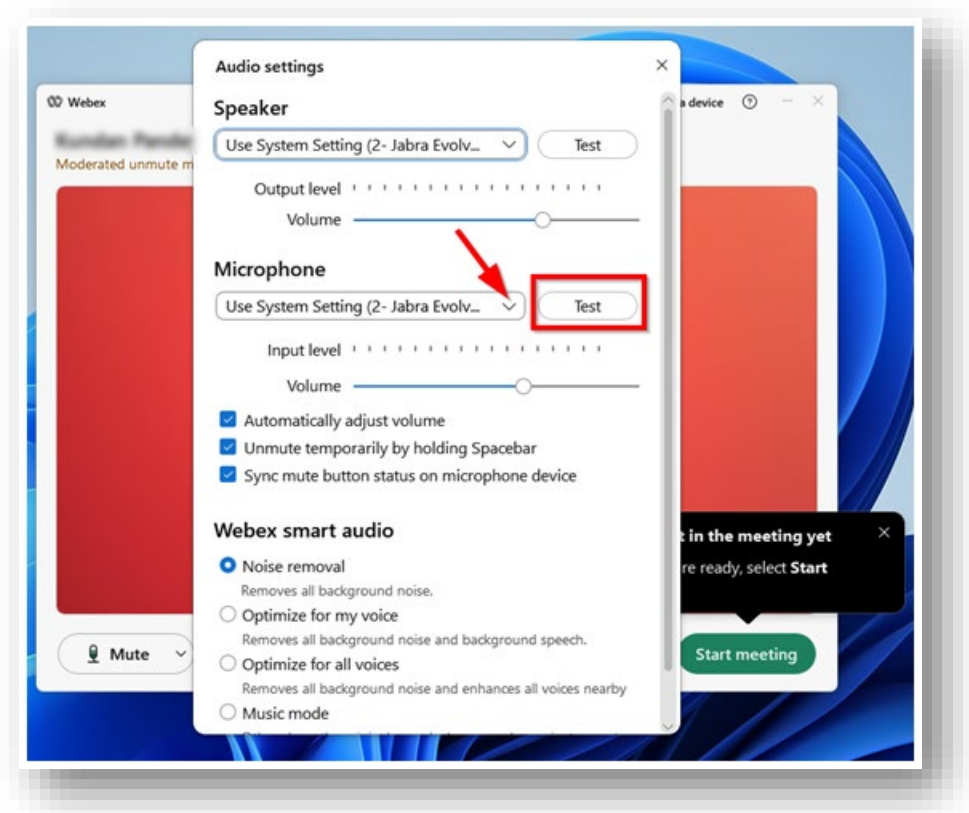
Click on **Test** to check the Speaker. If you can hear the music playing that means the audio is working. Depending on what's connected to your device the sound would come through the headphone or airphone or integrated speaker. Use the drop-down arrow next to the test button the change the speaker output if needed.



8. Microphone Test

Click on **Test** to check the Microphone. As soon as you hit Test button, it will start recording. Speak to record and test the microphone. If the microphone is working correctly, you will hear the recording back and you will also see the **Input level** lines **blinking blue**.

Depending on how the microphone is connected, you should be able to hear the recording back but if you are unable to hear back the test recording please adjust the Microphone output by clicking on the drop down arrow.



If you can hear the recorded sound and the speaker test sound then you're audio device is setup correctly and it's ready to be used.