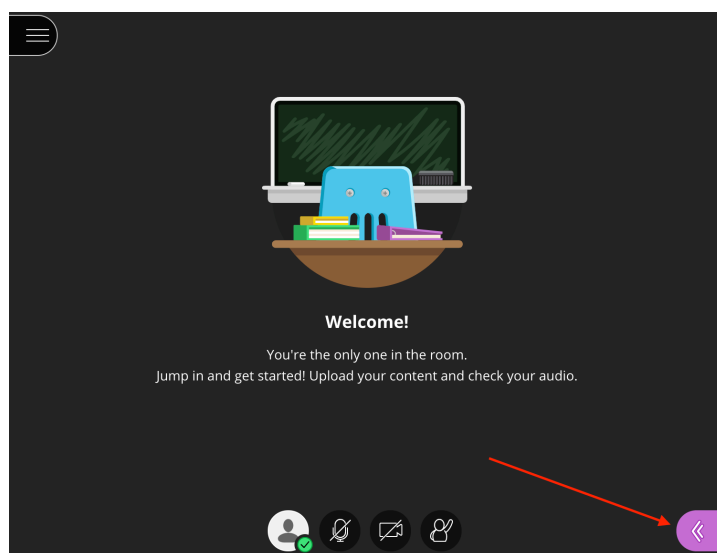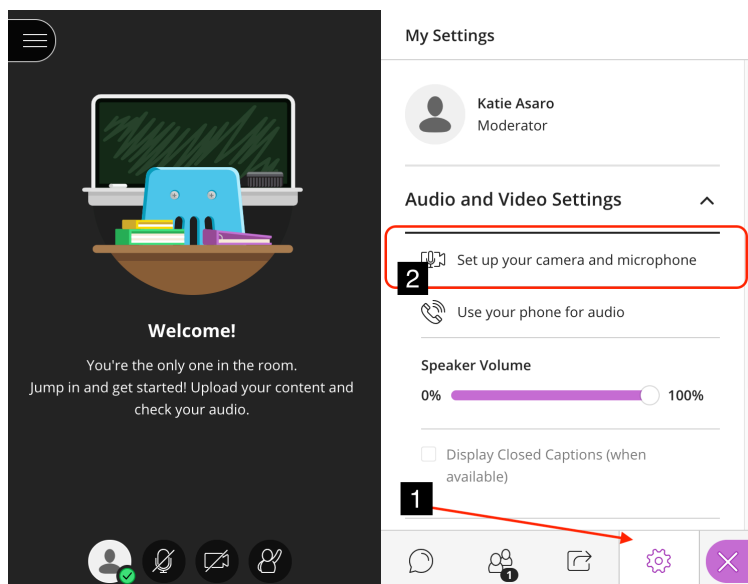# KENT STATE ONLINE

Adjusting the Camera and Microphone in Blackboard Collaborate
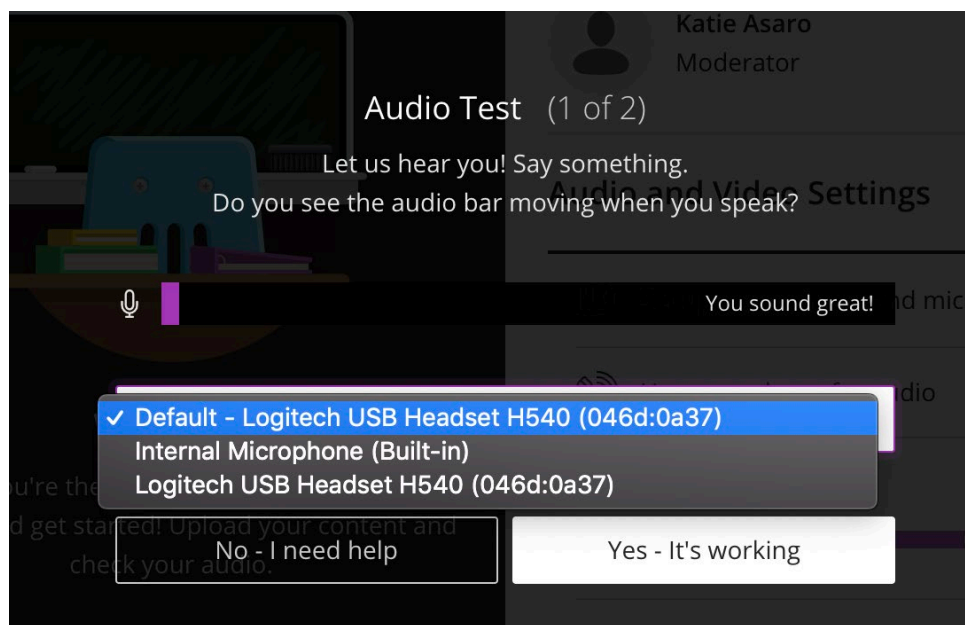
1. If you are having issues with your camera or microphone, then click the purple button to open the "**Collaborate Panel**"

2. Click on the gear icon to access "**My Settings**" and then click on "**Set up your Camera and Microphone.**"

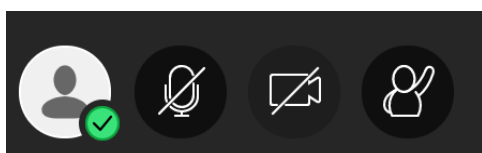

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3. Follow the prompts provided on the screen to set up your microphone and camera (if desired). You may need to select the dropdown arrow to select the proper recording device.
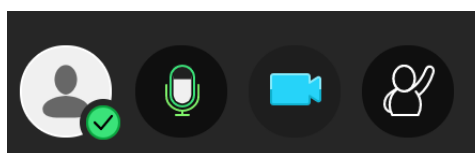

Turning the Microphone and Camera On

4. Click on the icons at the bottom of the screen to turn the microphone and the camera on and off

Microphone and Camera "Off"

Microphone and Camera "On"

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