

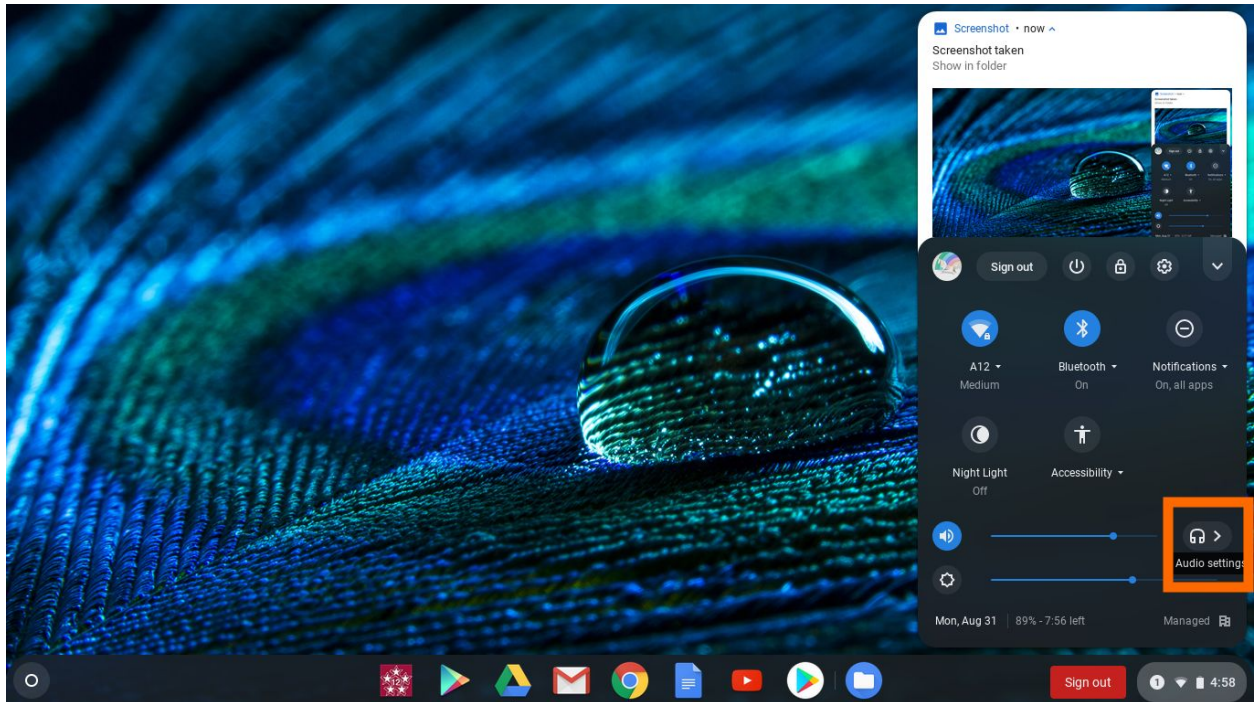
## How to Use a Headset with Chromebooks

Step 1: Plug the headset into the Chromebook (can be audio jack or USB).

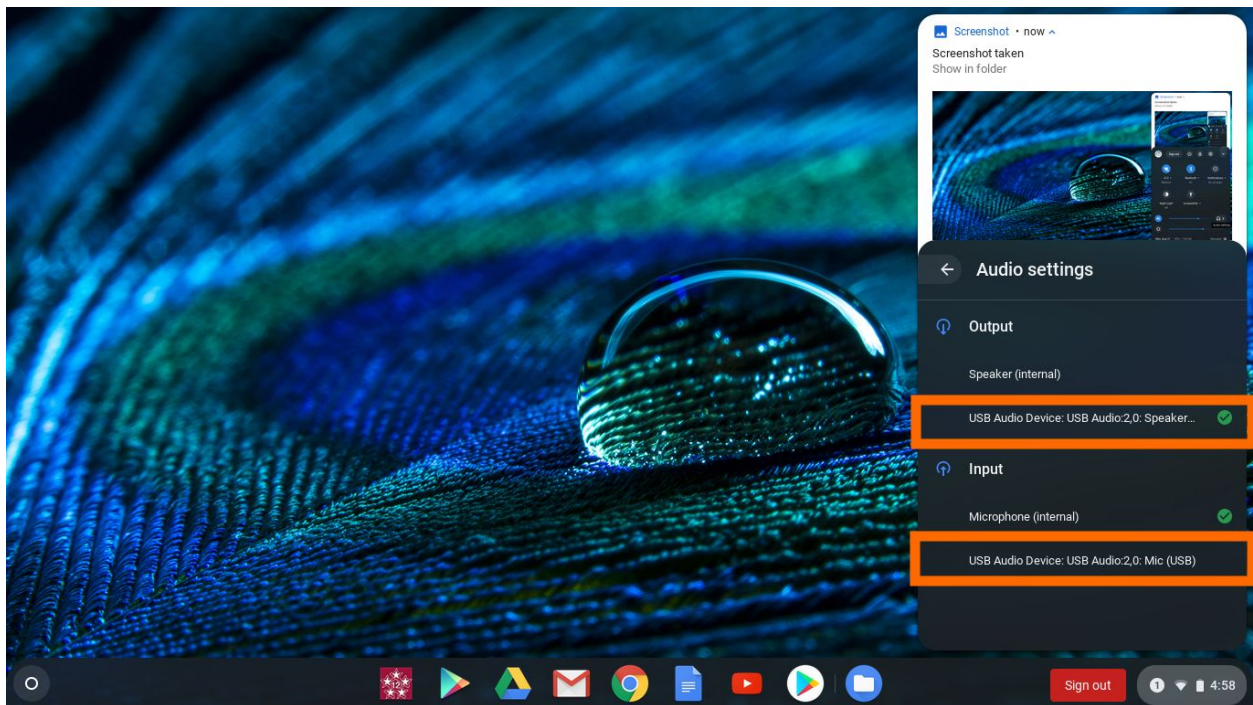
Step 2: Move the cursor to the bottom right corner of the screen. Click on the area near the clock.



Step 3: Locate the Audio Settings. Click on the headphone or speaker icon.



Step 4a (Headset ***with*** Built In Microphone): Select the headset as both Input and Output.



Step 4b (Headset ***without*** Built In Microphone): Select the headset as Output, leave Input as "Microphone (Internal)".

