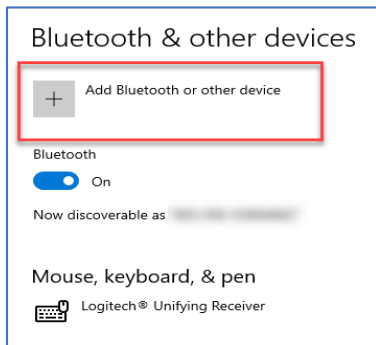


Apple AirPods Pro Noise Cancelling Headphones

STEP 1: CONNECT YOUR APPLE HEADPHONES TO YOUR COMPUTER (first time use)



Select **Devices** in your Microsoft **Settings**.

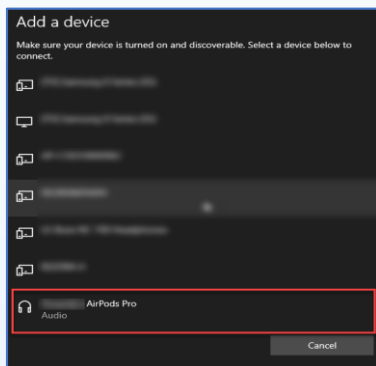
Select **Add Bluetooth or other devices** in the Bluetooth & other device window.

Select **Bluetooth** in the Add a Device pop up window.



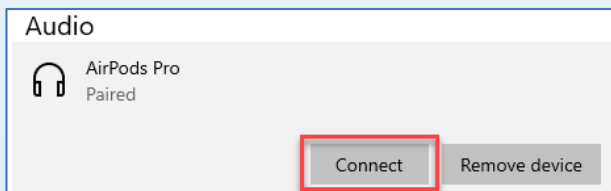
Find and hold the Bluetooth button on your Apple AirPods Pro case until you see the option appear on the Add a device window.

NOTE: if connection is not working open the case and hold the Bluetooth button.



Select the **AirPods Pro** option that has the headphone icon.

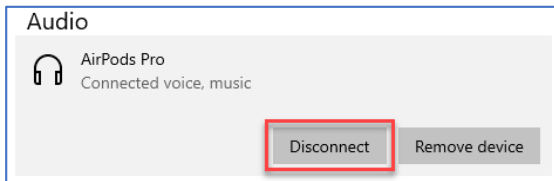
CONNECT YOUR HEADPHONES FROM YOUR COMPUTER



Return to the **Devices** window found in your Microsoft Settings.

Go to **AirPods Pro** and select **Connect**.

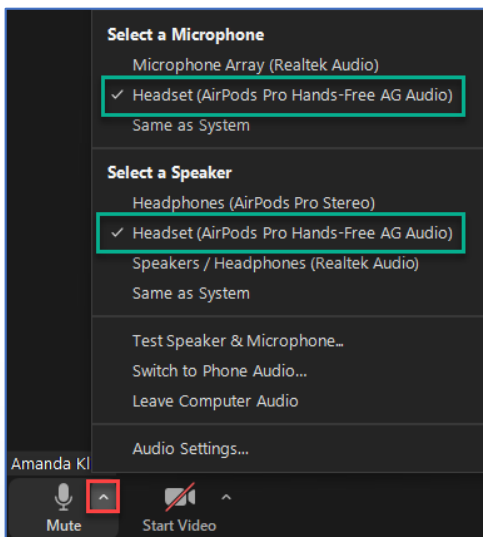
HOW TO DISCONNECT YOUR HEADPHONES FROM YOUR COMPUTER



Return to the **Devices** window found in your Microsoft Settings.

Go to the **AirPods Pro** and select **Disconnect**.

STEP 2: CONNECT YOUR HEADPHONES TO A ZOOM MEETING



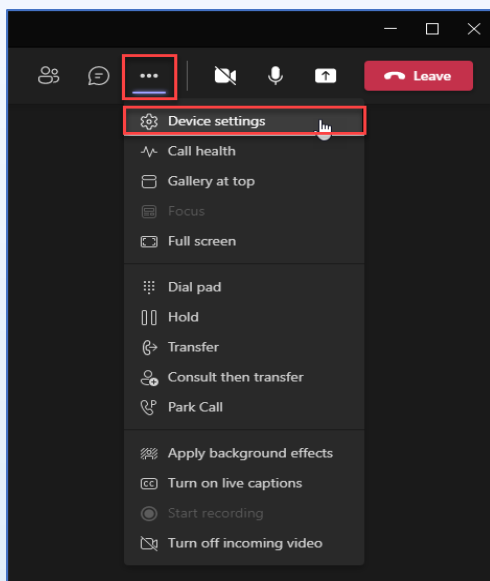
Find the Mute button on the bottom left of your Zoom meeting.

Select the up arrow on the Mute button to display Microphone and Speaker options.

Select **Headset (AirPods Pro Hands-Free AG Audio)** for both your Microphone and Speaker Options.

NOTE: If you do not see this option make sure you're currently wearing your AirPods or zoom will not connect.

OR – CONNECT YOUR HEADPHONES TO MICROSOFT TEAMS MEETING



Microsoft Teams will automatically connect to your headphones.

Select **...** (more options) on the upper right-hand corner of the Microsoft Teams call window.

Select **Device Settings** in the more options drop down list.

Select **Headset (AirPods Pro Hands-Free AG Audio)** for both your Microphone and Speaker Options.