

NAPLES COMPUTERS HOW-TO • WINDOWS BASICS

How to Connect Bluetooth Headphones to Windows 11

Pairing Bluetooth headphones or earbuds with a Windows 11 PC takes about a minute. This guide walks you through it on Windows 11 version 25H2 (the same steps work on earlier versions of Windows 11), including how to put AirPods Pro 3 and Bose QuietComfort Ultra Earbuds in pairing mode.

Before you start, you'll need:

- ☐ Your headphones, charged
And close to your PC, within a few feet
- ☐ A PC with Bluetooth
Most laptops have it built in. Desktops may need a small USB Bluetooth adapter.

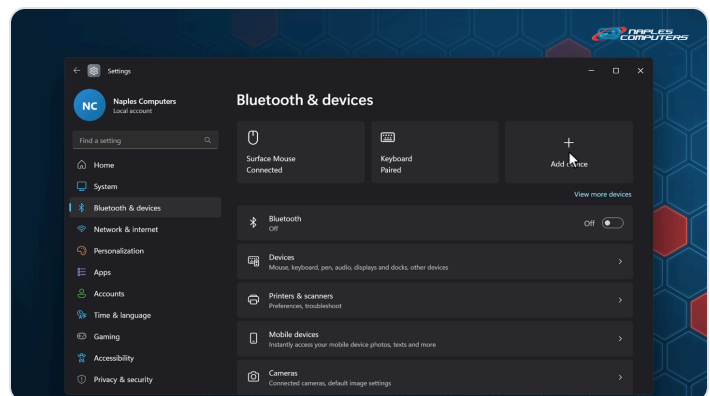
Step by step

1 Open Bluetooth & devices

Click Start and choose Settings. On the left, click Bluetooth & devices.

WHAT TO DO

Start → Settings → Bluetooth & devices.

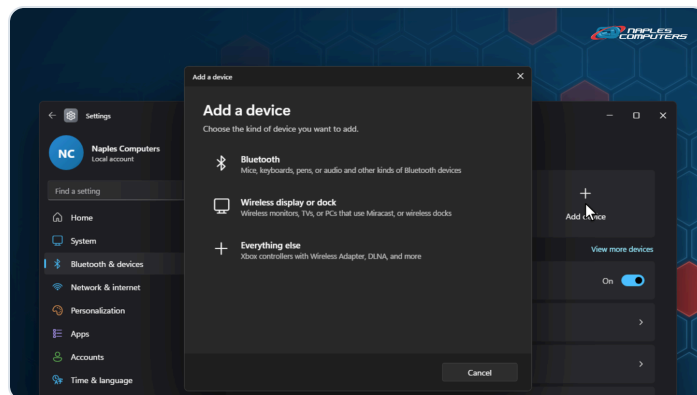


2 Turn Bluetooth on, then click Add device

The Bluetooth switch should say On. If it says Off, click it.

WHAT TO DO

Click Add device at the top of the page.



3 Put your headphones in pairing mode

On most headphones, press and hold the power or Bluetooth button for a few seconds, until the light flashes.

WHAT TO DO

Not sure how? Check the quick start guide that came with your headphones.



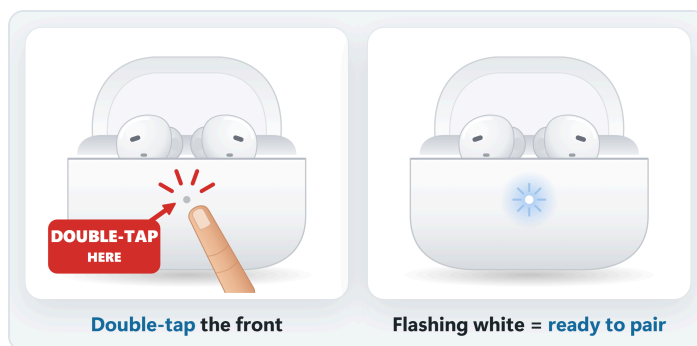
AIRPODS PRO 3

A Double-tap the front of the case

Put both AirPods in the case and open the lid. Double-tap the front of the case, just below the status light.

WHAT TO DO

When the light flashes white, they're ready. On your PC they're listed as "AirPods Pro".



BOSE QC ULTRA EARBUDS

B Press & hold the case button

Put the earbuds in the case and leave the lid open. Press and hold the Bluetooth button on the back of the case for about 3 seconds.

WHAT TO DO

When the light slowly blinks blue, they're ready to pair.

PRESS & HOLD
about 3 seconds



Button on the **back** of the case



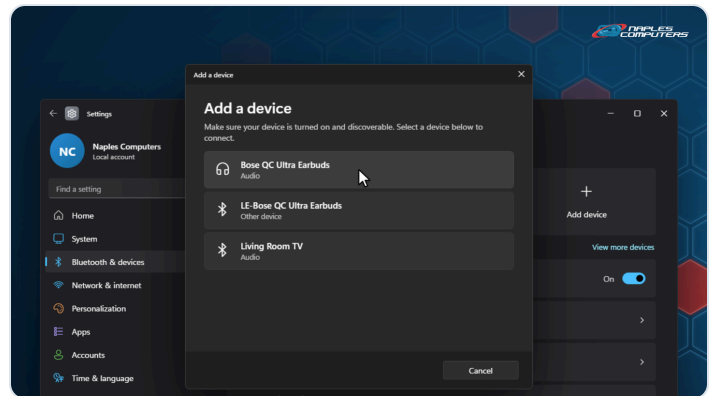
Blinking blue = **ready to pair**

4 Choose Bluetooth, then your headphones

Windows lists the devices it finds. Some headphones appear twice: choose the one with the headphones icon, not the one that starts with "LE-".

WHAT TO DO

Click your headphones, wait for "Your device is ready to go!", then click Done.



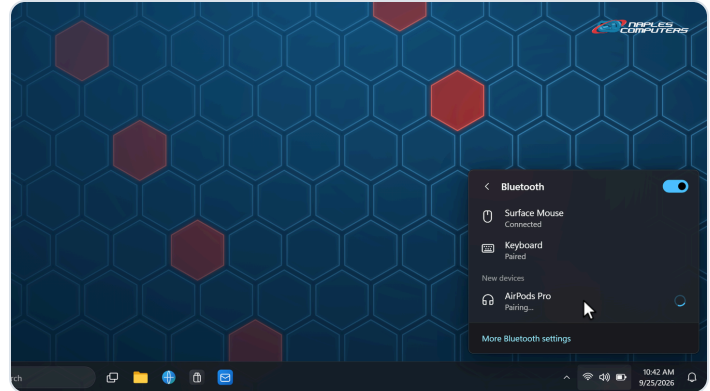
THE QUICK WAY

+ The quick way: Quick Settings

Click the network, sound or battery icon on the taskbar. Turn the Bluetooth tile on, then click the arrow (>) next to it.

WHAT TO DO

With your headphones in pairing mode, click them under New devices.



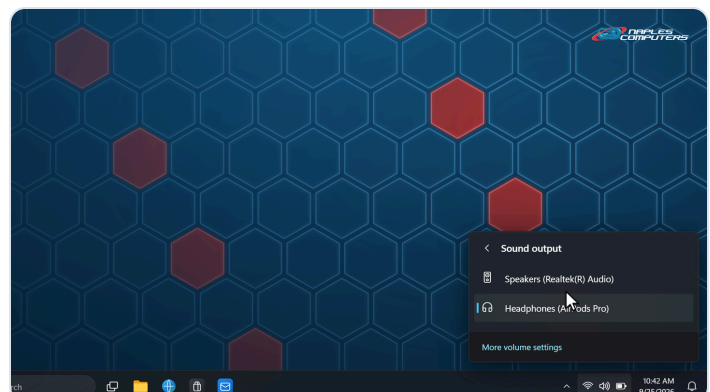
TIP

! Sound still on the speakers? Pick your headphones

In Quick Settings, click the arrow (>) next to the volume slider.

WHAT TO DO

Choose your headphones as the sound output.



Won't connect? Try this.

- ☐ Remove the device and pair again
Settings → Bluetooth & devices → Devices → ... next to it → Remove device
- ☐ Turn Bluetooth off, then on again
Or restart your PC. It clears up most Bluetooth hiccups.
- ☐ Charge your headphones
A low battery can stop pairing. Give them 15 minutes on the charger.
- ☐ Connected to your phone instead?
Disconnect them on your phone first. Still stuck? Call us: 239-513-1960

In the office? Pair the right device

- ☐ Check the name before you click
In a busy office, Windows may list a coworker's headphones too
- ☐ Give your headphones a unique name
Many headphone apps let you rename them, like "Front Desk Headset"
- ☐ Remove shared or loaner headsets when you're done
So they don't reconnect to the wrong computer

Recap: connect in 4 steps

- ☐ Start → Settings → Bluetooth & devices
- ☐ Turn Bluetooth on and click Add device
- ☐ Put your headphones in pairing mode
- ☐ Choose Bluetooth, click your headphones, then Done

Once paired, your headphones reconnect automatically whenever Bluetooth is on and they're nearby. Setting up headsets for a whole office? We can help you get everyone connected.



Need help with your PC, headsets, or office equipment?

Call 239-513-1960

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