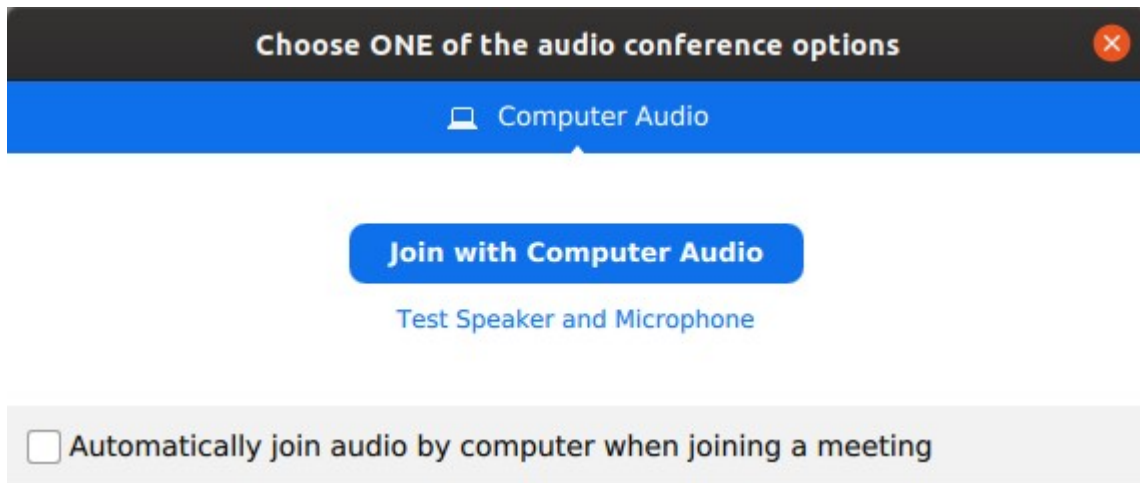


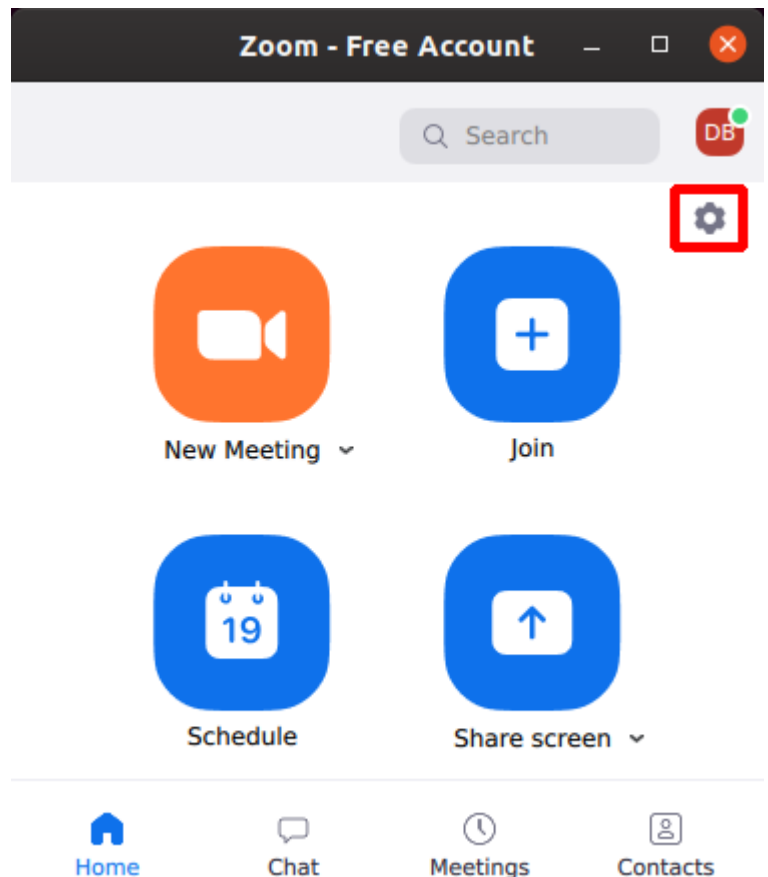
Get Audio & Video Ready for a Zoom Meeting

Open Zoom's Settings Dialog

When joining a Zoom meeting, but before you have joined, there are two ways to open Zoom's Settings dialog. If you encounter this window,



► **Click the Test Speaker and Microphone option.**

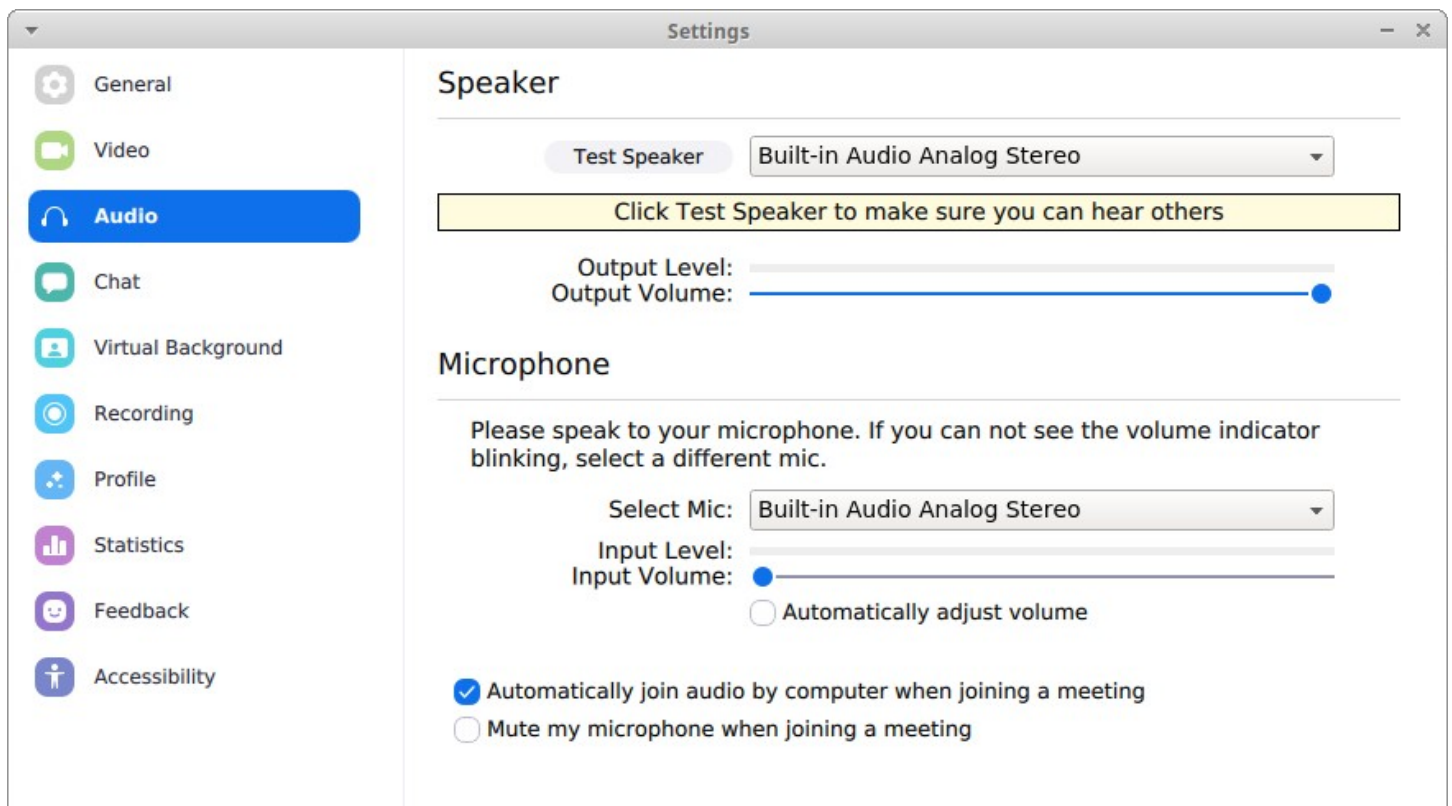


If you encounter a window that looks like the one to the right,

► **Click the Small Gear Icon.**
(I added a red rectangle to make it easier to see.)

Check Your Computer's Audio

When the Settings dialog opens, if audio settings are not already displayed, click Audio in the left column. This opens the audio settings dialog.



To verify the speaker is working and the output volume is appropriate, click the gray Test Speaker button (not the yellow box under it). A simple chime will repeat every few seconds.

Move the blue dot on the Output Volume slider back and forth to adjust the volume. In the above screen shot, output volume is set to maximum (blue dot is far right).

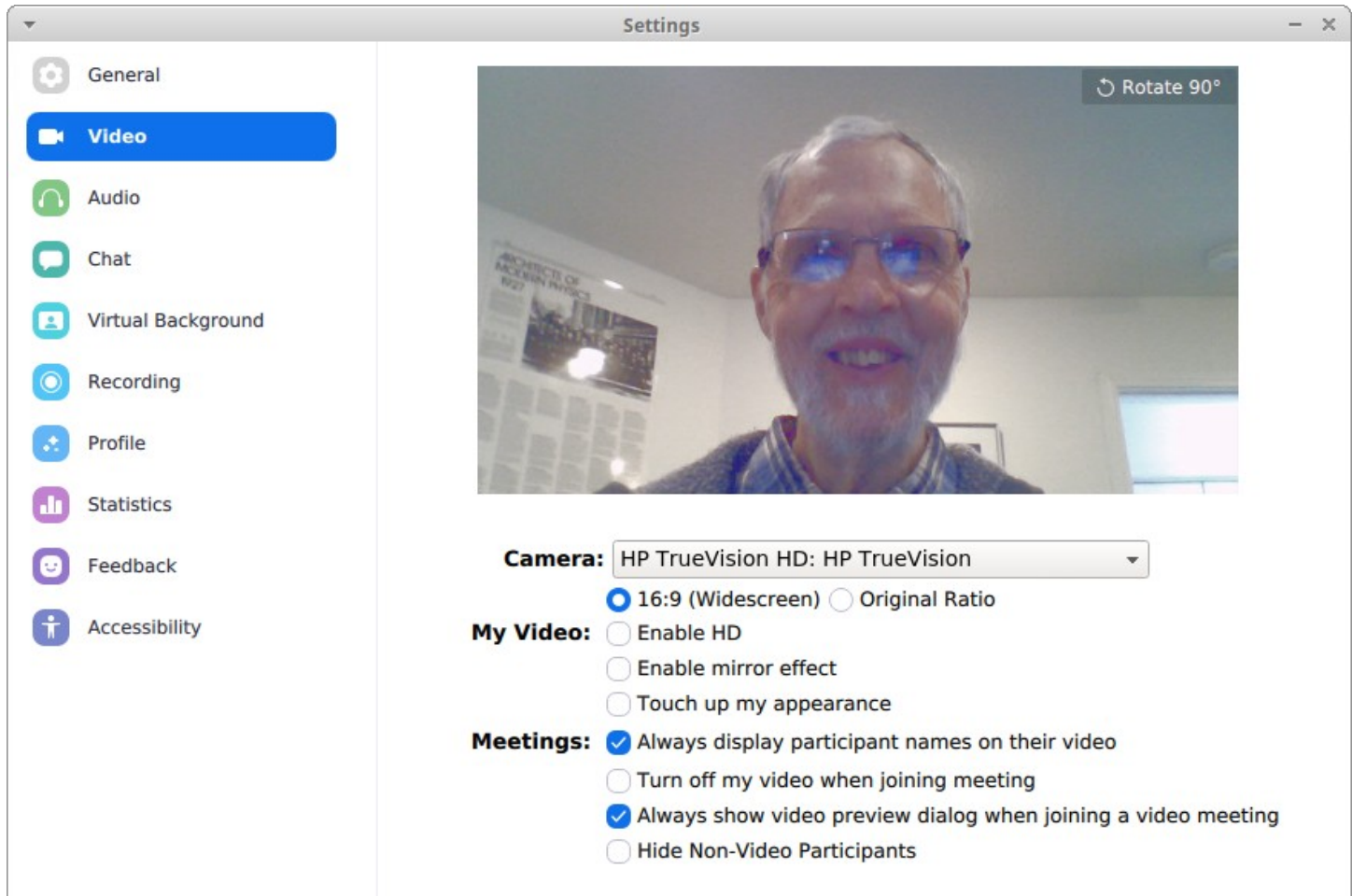
If this does not get the chime to play, you may need to enable sound on your computer and/or adjust the volume setting on your computer.

To verify the microphone is working, and to adjust its sensitivity, watch the gray Input Level bar while you talk to your computer.

If Input Level bar is not responding to your voice, or if it responds only slightly, remove any check mark on Automatically adjust volume and move the Input Volume blue dot to the right to increase the microphone's sensitivity.

Check Your Computer's Video

Still in the settings dialog, click Video in the left column. This opens the video settings dialog.



You can tell right away whether your computer's video camera is working.

A Couple More Settings to Check

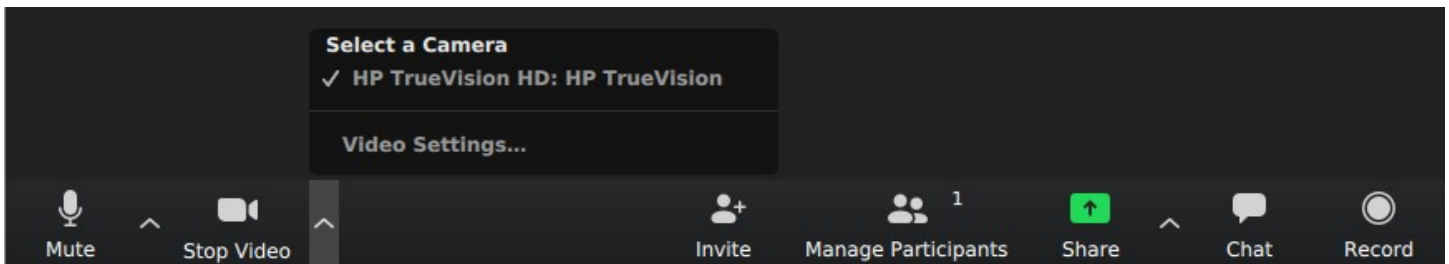
- ▶ In the Audio Settings dialog, life should be easier if there is ...
 - **a check mark** on the “Automatically join audio by computer when joining a meeting”
 - **no check mark** on “Mute my microphone when joining a meeting”
- ▶ In the Video Settings dialog, there should be ...
 - **no check mark** on “Turn off my video when joining a meeting”
 - **a check mark** on the “Always show video preview dialog when joining a meeting”

Join the Meeting

When you know your computer's audio and video are working, proceed to join the meeting. Along the way, watch for a message asking if you want to join with Computer Audio. Most likely you do, so be sure to accept that option. Likewise, be alert to options to enable video.

During a Meeting

If you need the video or audio Settings dialog while participating in a meeting, move the mouse pointer toward the bottom of the screen to open the toolbar, click the ^ (caret) on the right of the video camera icon, and click on Video Settings.



The full Settings dialog will open, and you can choose settings for Video or Audio or any other option.

The same procedure works if you click the ^ on the right of the microphone, except that clicking Audio Settings opens a window in which you must click Test Speaker and Microphone in order to bring up the Settings dialog. That is awkward, but it works.

As the text under the microphone and the video camera indicates, clicking the microphone icon mutes and un-mutes the microphone, and clicking the video camera icon turns the computer's camera off and on.

► If audio or video is not working, check the tool bar's microphone and video camera icons.