Adjusting Microphone Volume in a Zoom Meeting

When you join a Zoom meeting, your microphone volume MUST be set to an appropriate level so it is not excessively loud and disruptive. If your microphone level is too loud, this may be resolved by TURNING OFF "automatically adjust volume" and then manually setting the microphone volume level.

The instructions below describe how to do this in the Zoom client application on your computer; it does not apply to using Zoom through a web browser.

- 1. Join the Zoom meeting using the Zoom client application on your computer.
- 2. On your screen, locate the Mute button, and then click the small ^ symbol (indicated).



3. In the menu that appears, click Audio Settings.



 In the Settings dialog that appears, locate the Microphone controls. <u>Deselect</u> the Automatically adjust volume checkbox. Using the Volume slider, set your microphone volume to an appropriate level.

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Θ	General		
0	Video	Speaker Same as System	~
\cap	Audio	Output Level:	
•	Share Screen	Volume: 4	- 40
Ŀ	Virtual Background		
0	Recording	Microphone Test Mic Same as System	<u>ب</u>
0	Statistics	Input Level:	
Ο	Feedback	Volume:	- 4 0
0	Keyboard Shortcuts	utomatically adjust volume	
Ĵ	Accessibility	Use separate audio device to play ringtone simultaneously.	
		Automatically join audio by computer when joining a meeting	
		 Mute my microphone when joining a meeting 	
		Press and hold SPACE key to temporarily unmute yourself	
		Sync buttons on headset	
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			Advanced