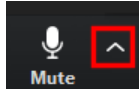


# Adjusting Microphone Volume in a Zoom Meeting

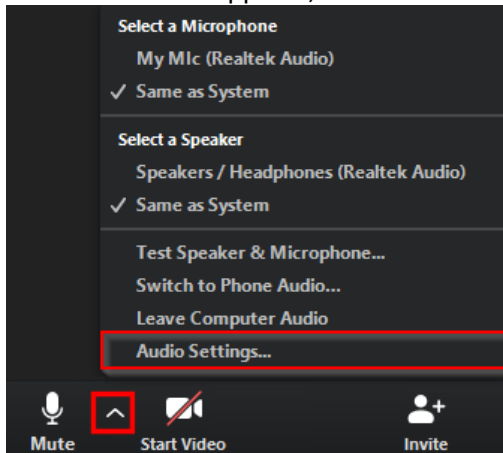
When you join a Zoom meeting, your microphone volume **MUST** be set to an appropriate level so it is not excessively loud and disruptive. If your microphone level is too loud, this may be resolved by **TURNING OFF** “automatically adjust volume” and then manually setting the microphone volume level.

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**.



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

