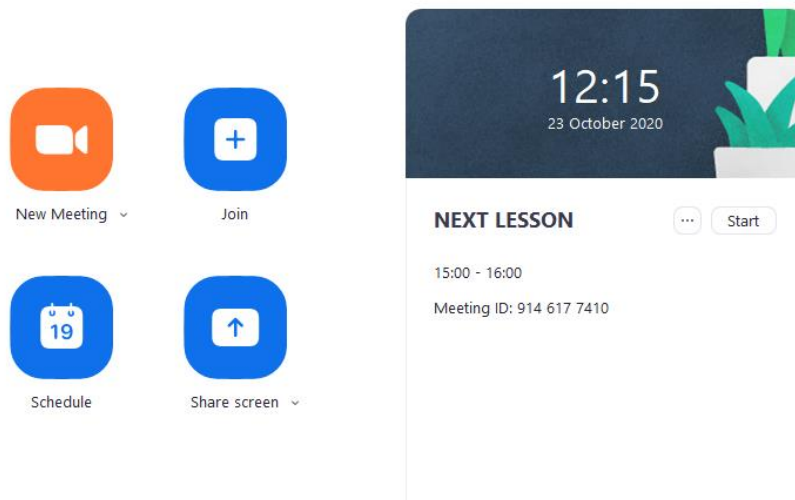
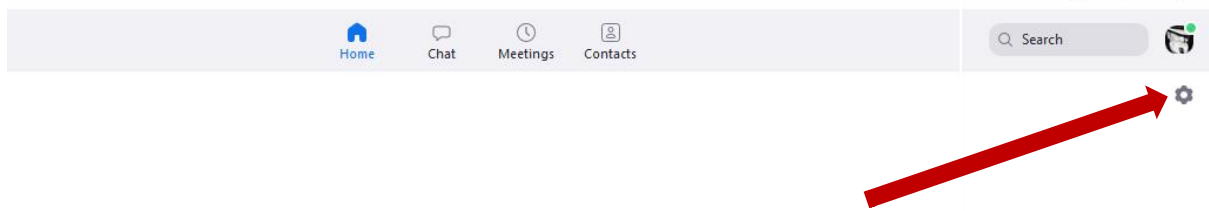
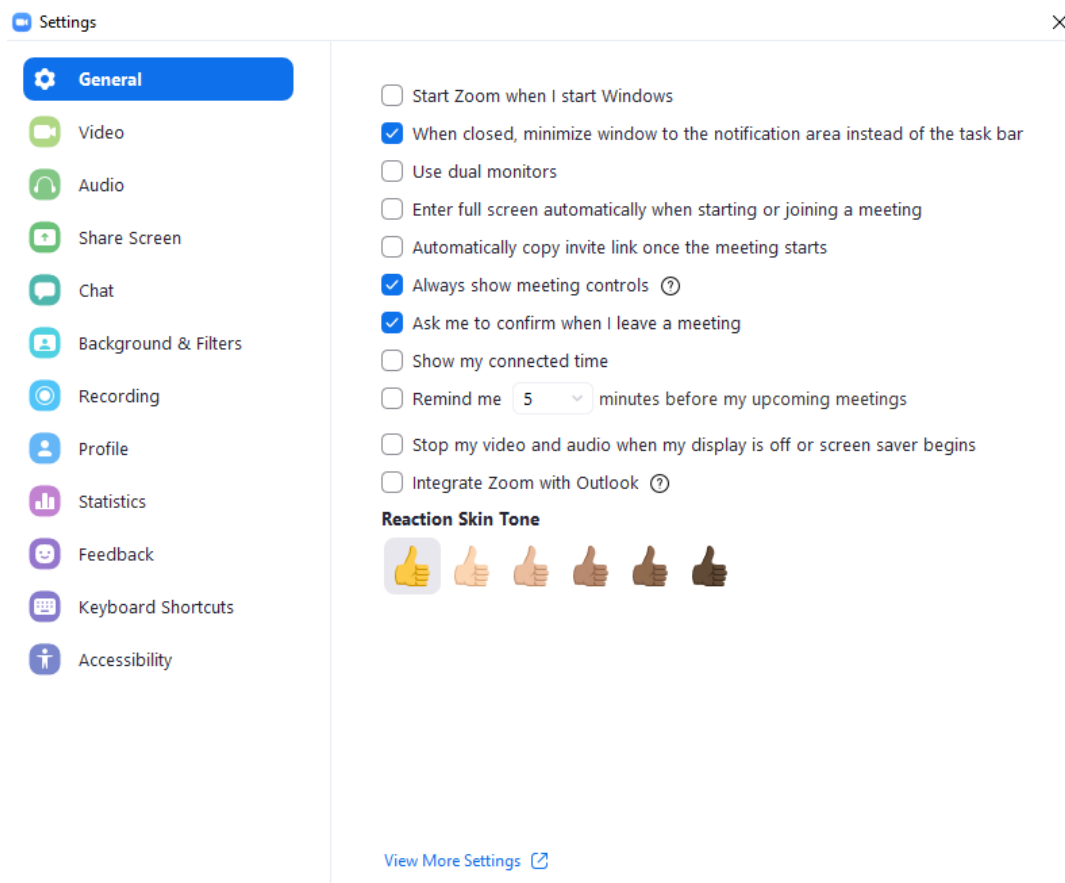


ZOOM AUDIO SETTINGS FOR PC (Windows)

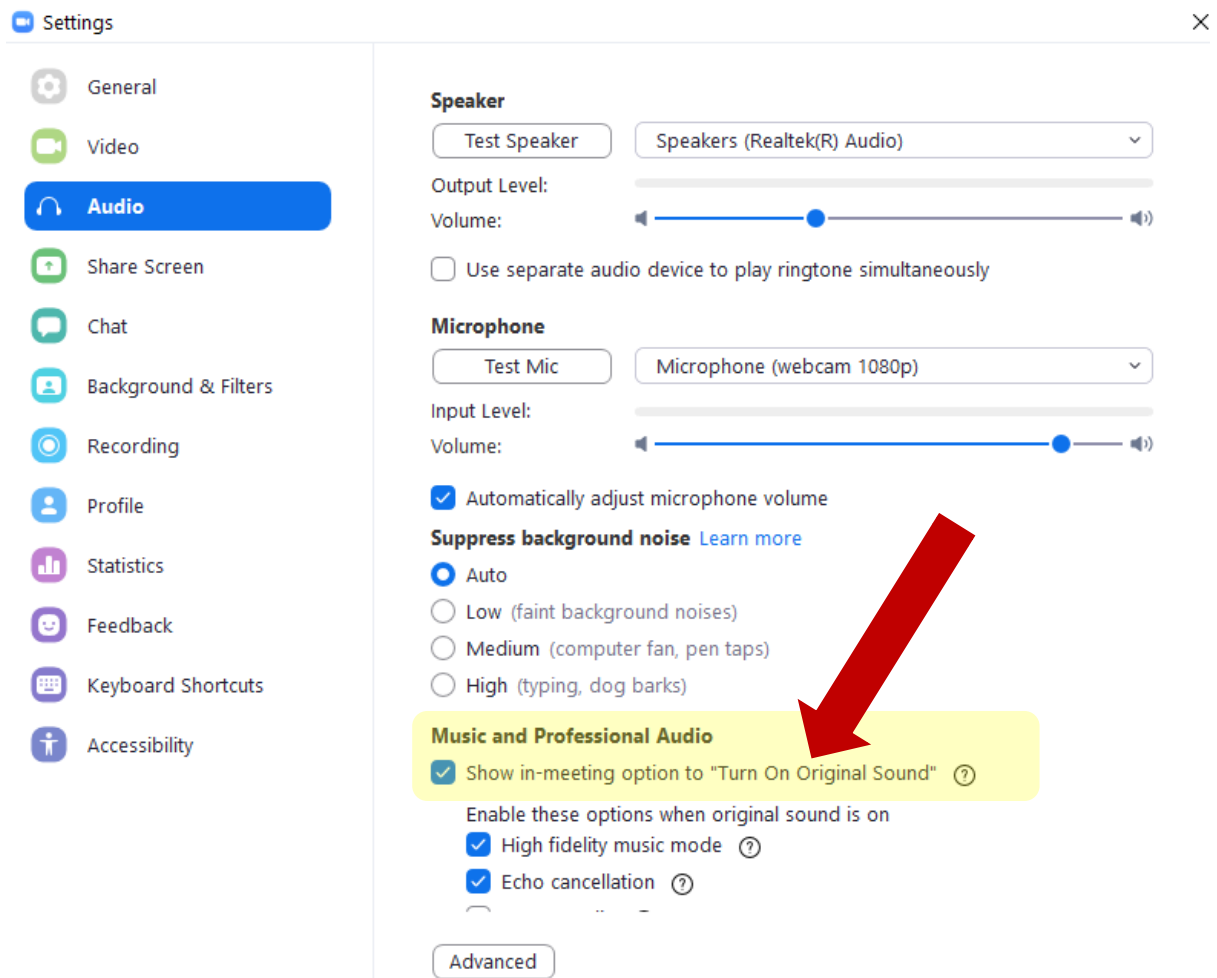
1. Click the Settings Cog



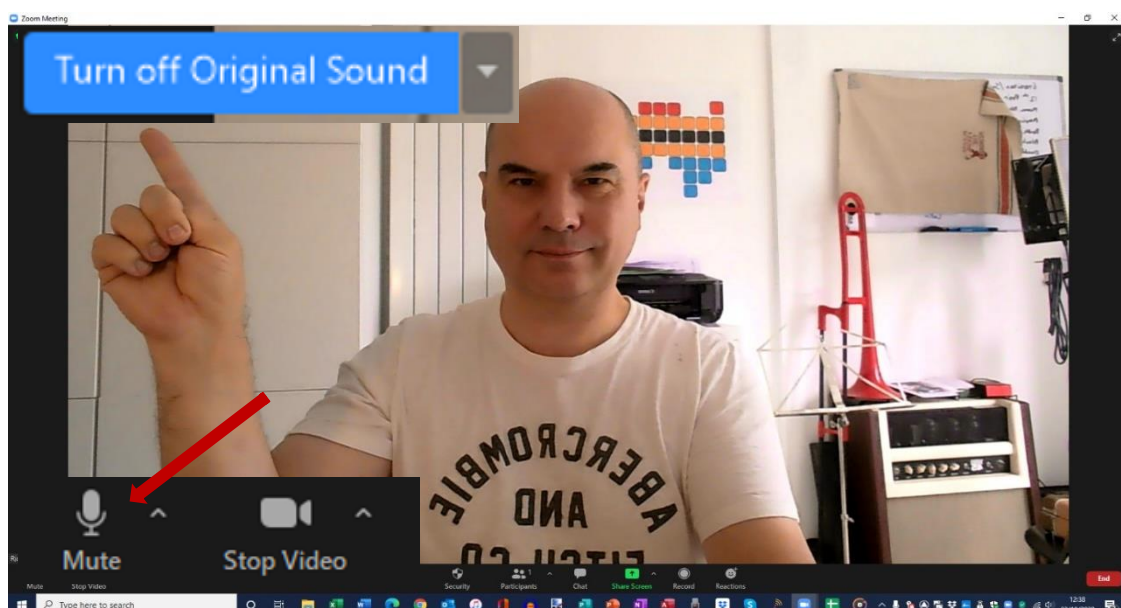
2. The Setting Window Will pop up



3. Select Audio. Set your microphone volume slide to about 70%. Most importantly tick the box beside 'show in-meeting option to 'Turn on Original Sound''.



4. When you join your next meeting, you will see a grey button top left that reads 'Turn On Original Sound'. Click it. It should turn blue and read 'Turn Off Original Sound'. You're done! To readjust the Audio during a meeting, use the Mute icon at the bottom of the screen.



5. Click the small arrow beside the microphone icon. The Audio menu will pop up. Here you can check the microphone and speakers Zoom has selected, and run a quick test. You can also fast track back to the Audio Settings screen shown in item 3 above.

