

## Setting Up Your Audio

Once you are connected to the call you need to verify and, if necessary, adjust your Audio and Video settings. This is done from the Zoom window that was opened when you started the call.

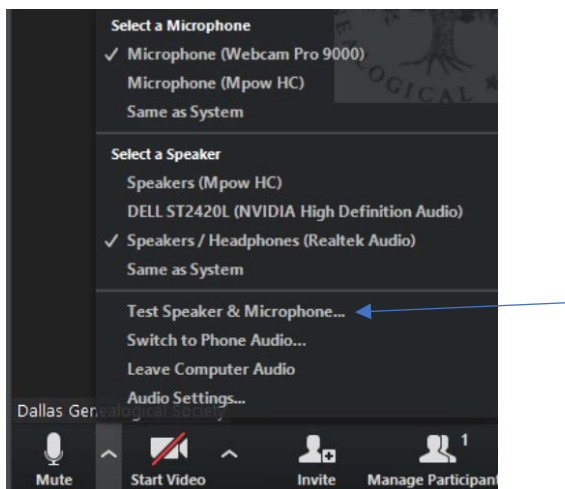
### Audio

When your mouse is within the Zoom window you will see control icons at the bottom of the screen.



Clicking on the up arrow next to the Microphone icon to reveal your microphone and speaker options (your computer will have different choices for your Microphone and Speaker).

- The currently selected microphone and speaker will have a check mark next to them.
- You can change the microphone and speaker you are using by clicking on one of the other options
- Use the “Test Speaker & Microphone” selection to verify your settings



### System Audio

If you plan to run a video or play audio from your computer, you need to share your computer sound. This is done from the Share window: You must check the “Share computer sound” box.

