

Zoom audio settings

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ZOOM has a playlist of HOW TO videos on YouTube that cover many topics from basic to advanced.

Click [HERE](#) to see the list.

(or full url:

[https://www.youtube.com/playlist?](https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_I1lId3N_XI77fKDzSXe&disable_polymer=true)

[list=PLKpRxBfeD1kEM_I1lId3N_XI77fKDzSXe&disable_polymer=true](https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_I1lId3N_XI77fKDzSXe&disable_polymer=true))

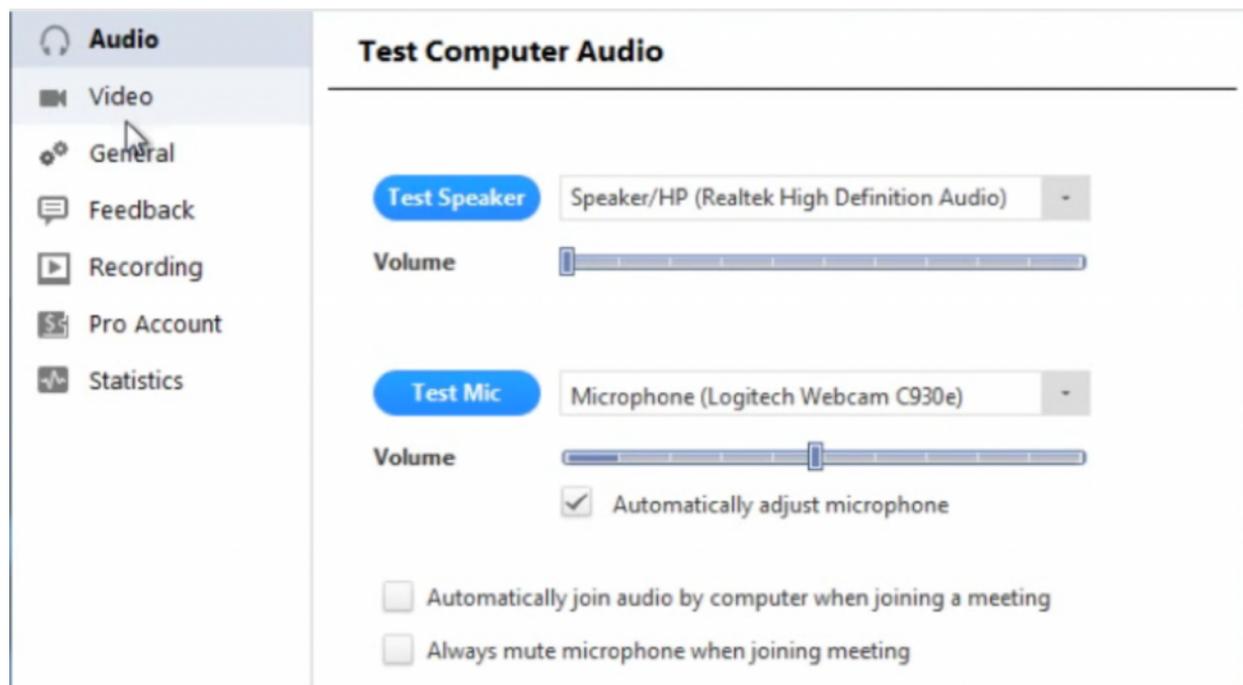
One very useful video is #6 How to Access Video and Audio Settings_– 3.5 minutes

(full url: [https://www.youtube.com/watch?v=rJc-](https://www.youtube.com/watch?v=rJc-Af5i7hU&list=PLKpRxBfeD1kEM_I1lId3N_XI77fKDzSXe&index=6)

[Af5i7hU&list=PLKpRxBfeD1kEM_I1lId3N_XI77fKDzSXe&index=6](https://www.youtube.com/watch?v=rJc-Af5i7hU&list=PLKpRxBfeD1kEM_I1lId3N_XI77fKDzSXe&index=6))

This video shows how to open the Settings window and demonstrates what the Video and Audio settings do. The video was made using the Windows view of Zoom's settings, but the Mac view of the Settings is basically the same, with some things located a bit differently

Windows Audio Settings.png



Zoom audio settings

Mac Audio Settings.png



ADDITIONAL NOTES:

Adjusting Zoom's volume for recording or listening

Note that my reference for these instructions is the Mac version of Zoom. I believe the PC version is similar

#1. Start Zoom

In the Zoom HOME window
(rectangle with two orange and three blue bubbles)

#2. click on "Settings" in near the upper-right corner
OR

open "Preferences" from the top bar usually left corner at the very top
(on a Mac, click "zoom.us" and scroll down to Preferences, which is second on the dropdown list)

#3. Near the top-left corner in the Settings window, find and click the gold coloured Audio icon (the word "Audio" is below it)

#4. The settings for Microphone are in the bottom half of the window

#5. Note that you can select "Automatically adjust microphone settings" by clicking the white box to the left of that label.

** If you wish to control input volume manually, make sure the box is not checked

#6. For manual control of the **input** volume, that is, **you speaking into the computer** (find the label "Input Volume" and slide the white dot along the line to control the level

#7. Note that the "Input Level" shows the level of sound being detected; the more green showing, the louder the sound being sent to the listeners.