Some of us arrive on the Zoom calls early
for those who wish to practice their
Zoom settings and volume controls.

Meanwhile, here are notes
in response to some of your questions.
You could post a reply if you wish:
something explained better,
or to add to the description,
especially for mobile devices.
Thank you!

NOTES below are distilled from
https://support.zoom.us/hc/en-us

~~ SOUND ~~
Adjusting Zoom's volume for listening (and speaking)
~ these instructions are for the Mac version of Zoom
and may be similar for the PC version ~

1. Open "ZOOM Preferences"
from the top menu bar on a Mac computer
(on a Mac, click "zoom.us"
and find Preferences)

2. In the Zoom-preferences Settings window
find and click the Audio icon near the top-left corner
*(on a Mac computer the word "Audio" is below it,
and the icon is bright yellow)*

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

Note: you could select
"**Automatically** adjust microphone settings"
by clicking the white box to the left of that label

However, if you wish to control volume manually,
make sure the box is NOT checked.

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Note that the "INPUT Level" indicator
shows the level of sound being detected
and thus being transmitted FOR OTHERS TO HEAR.

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For **manual** control of the INPUT volume,
which is YOUR voice going into Zoom
for others to hear,
find the label "Input Volume"
and slide the white dot along the line to change the level of sound.
(right to INCREASE the level of sound)
 (left to decrease the level of sound)

Note again that the "INPUT Level" indicator
shows the level of sound being detected
and thus being transmitted FOR OTHERS TO HEAR.

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5. For you to HEAR the sound from others,
you need to set the OUTPUT volume
~~ the sound COMING OUT OF YOUR COMPUTER OR DEVICE
To control the OUTPUT volume,
find the label "Output Volume"
and slide the white dot along the line to control the level

Note that the "Output Level" indicator
shows the level of sound being detected
and thus being received FOR YOU TO HEAR