- 1. Ensure you have the latest version of Zoom installed: https://zoom.us/download
- 2. Open a meeting
- 3. Click the arrow next to 'Mute'



02:09 a<sup>4</sup>



4. Click 'Audio Settings'



- 5. Untick 'Automatically adjust microphone volume' and ensure the microphone volume slider is somewhere between 60-100% (see image below). You can 'Test Mic' to determine the level if you want to.
- 6. Set 'Suppress background noise' to 'low' (see image below)

	Settings
General	Speaker
Video	Test Speaker MacBook Pro Speakers (MacBook Pro Speakers) ~
	Output Level:
Audio	Output Volume:
Share Screen	Use separate audio device to play ringtone simultaneously
Chat	Microphone
Background & Filters	Test Mic MacBook Pro Microphone (MacBook Pro Microphone) ~
Recording	Input Level:
Profile	Input Volume:
Statistics	Automatically adjust microphone volume Suppress background noise Low ~ ⑦
Feedback	Select the default noise suppression level (low) to optimize for music
Keyboard Shortcuts	Ringtones Default ~
Accessibility	<ul> <li>Automatically join computer audio when joining a meeting</li> </ul>
	Mute my mic when joining a meeting
	Press and hold 'Space Key' to temporarily unmute
	Sync huttons on headset

## 7. At the bottom of the audio settings click 'Advanced'

Ringtones Default ~
Automatically join computer audio when joining a meeting
Mute my mic when joining a meeting
Press and hold 'Space Key' to temporarily unmute
Sync buttons on headset
Advanced

8. Set 'Echo Cancellation' to 'Auto' and tick 'Show in-meeting option to "Enable Original Sound" from microphone'. Leave the other boxes unticked unless you are using a wired (ethernet) connection, in which case you could enable 'High fidelity music mode' if you would like to.

< Back	
Echo Cancellation Auto ~	
Show in-meeting option to "Enable Original Sound" from microphone ⑦	
When original sound is enabled	
Disable echo cancellation ?	
✓ High fidelity music mode ⑦	
🗌 Use stereo audio 💿	

- 9. Close the settings window. The settings should save for future meetings and you won't need to adjust them again.
- 10.Back in the main Zoom meeting window click 'Turn on original sound'. You will need to do this step each time you log in to a new meeting but steps 1-9 should be saved.

