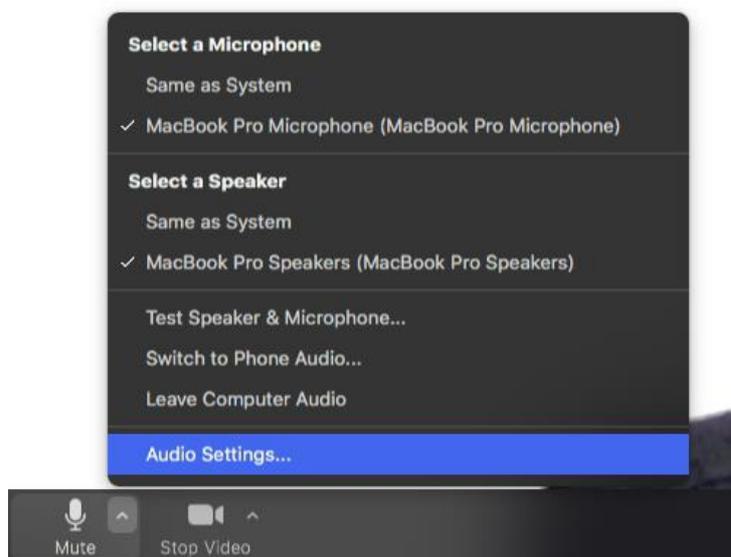


1. Ensure you have the latest version of Zoom installed:
<https://zoom.us/download>
2. Open a meeting
3. Click the arrow next to 'Mute'

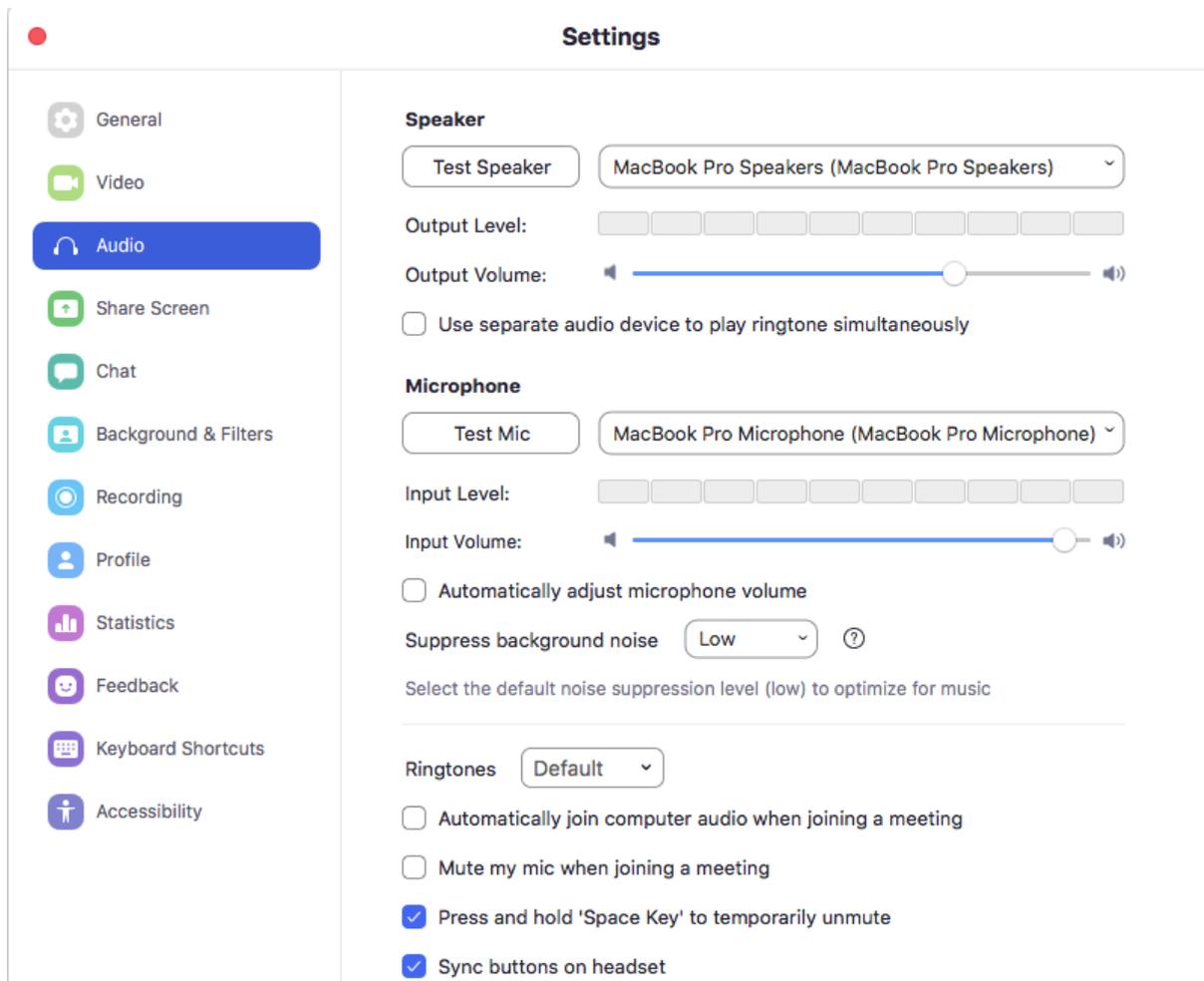


4. Click 'Audio Settings'

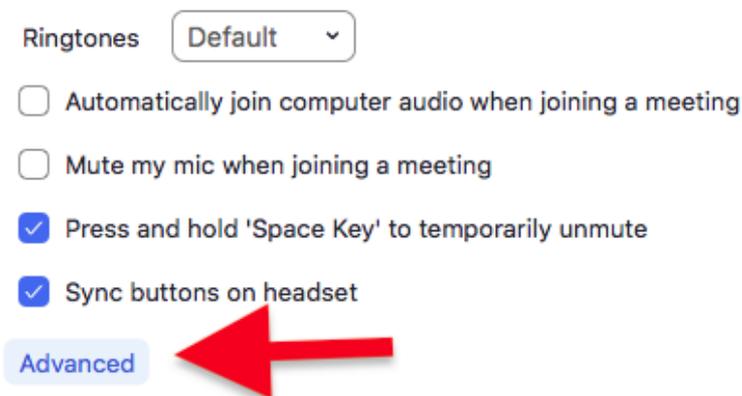


5. Untick 'Automatically adjust microphone volume' and ensure the microphone volume slider is somewhere between 60-100% (see image below). You can 'Test Mic' to determine the level if you want to.

6. Set 'Suppress background noise' to 'low' (see image below)



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

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Echo Cancellation

Show in-meeting option to "Enable Original Sound" from microphone ?

When original sound is enabled

Disable echo cancellation ?

High fidelity music mode ?

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.

