

Office of Information Technology

# **Testing Audio Before Zoom Meetings**

**Purpose:** Testing audio before joining a meeting.

If you haven't enabled the **setting to automatically join by computer audio**, you can test your speaker and microphone before joining a meeting:

# Windows | Mac Users

<u>Step 1:</u> After joining a meeting, click Test Speaker and Microphone.

	Choose ONE of	of the audio confere	ence options	
Phone	Call	Computer Audio	Call Me	2
	Join	With Computer Au	dio	
	Test S	peaker and Microp	hone	
Automatically join audio by computer when joining a meeting				

<u>Step 2:</u> The meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click **No** to switch speakers until you hear the ringtone. Click **Yes** to continue to the microphone test.

You hav	e 2 speakers, now testing speaker 2
Do you hear a ringtone?	
	Yes No
Speaker 2:	MacBook Pro Speakers (MacBook Pro 🗘
Output level:	



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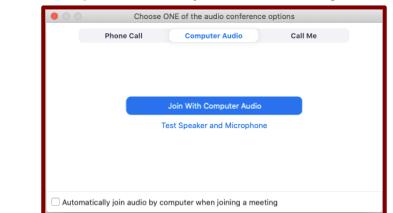
<u>Step 3:</u> If you don't hear an audio replay, use the drop-down menu or click **No** to switch microphones until you hear the reply. Click **Yes** when you hear the replay.

nicrophones, now testing micro	phone s
pause, do you hear	a replay?
Yes No	
Logitech BRIO	Ŷ
	Yes No Logitech BRIO

Step 4: Click Join with Computer audio to exit the speaker and microphone test.

• Speaker	and microphone looks good
Speaker:	MacBook Pro Speakers (MacBook Pro Speakers)
Microphone:	Same as System
	Join with Computer audio

<u>Step 5:</u> Click Join with Computer Audio to join the test meeting with the selected microphone



and speakers.



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# **Testing Audio Before Zoom Meetings**

# Testing audio using audio settings

To test your audio, navigate to your audio settings before or during a meeting:

## Before a meeting

<u>Step 1:</u> Sign in to the Zoom client.

<u>Step 2:</u> Click your profile picture, then click Settings.

Q Search	
Lee Sheng Shun	Pro
🙂 Add a Personal Note	
Settings	
Step 3: Click the Audio tab.	



<u>Step 4:</u> Follow the sections below to test your **speaker** or **microphone**.

#### During a meeting

You can access your audio settings and test your audio when you are already in a meeting.

<u>Step 1:</u> In the meeting controls, click the arrow next to Mute/Unmute.



<u>Step 2:</u> Click Audio Options.; this will open your audio settings.



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#### Checking your computer speakers

<u>Step 1:</u> Click Test Speaker to play a test tone.

<u>Step 2:</u> If you cannot hear it, select a different speaker from the menu or adjust the Volume.

Speaker	Test Speaker	Headset Earphone (Sennheiser SC70 US 🗸 🗸
	Output Level:	
	Volume:	۹ ۹۵)

## Adjusting your computer microphone

<u>Step 1:</u> In the **Microphone** section, you will see the green **Input Level** bar move when Zoom is picking up audio.

<u>Step 2:</u> Click Test Mic to test your microphone.

<u>Step 3:</u> Your audio will start recording. Click **Recording** when you are done and it will play back. You can select another microphone from the menu or adjust the input level.

<u>Step 4:</u> Check Automatically adjust microphone settings if you want Zoom to adjust the input volume automatically.

Microphone	Test Mic	Headset Microphone (Sennheiser SC70	~
	Input Level:		_
	Volume:	۰ ـــــ	• 🜓)
		Automatically adjust volume	



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## **Testing Audio Before Zoom Meetings**

## Troubleshooting your microphone

- If you are on on Mac OS 10.14 Mojave or earlier and can't access the microphone, check your operating system permissions to confirm that Zoom has access to the microphone.
- If you are on Windows 10 and can't access the microphone, use the Windows search box to navigate to **Microphone privacy settings**. Switch on the **Allow apps to access your microphone** toggle, and enable access for Zoom.