



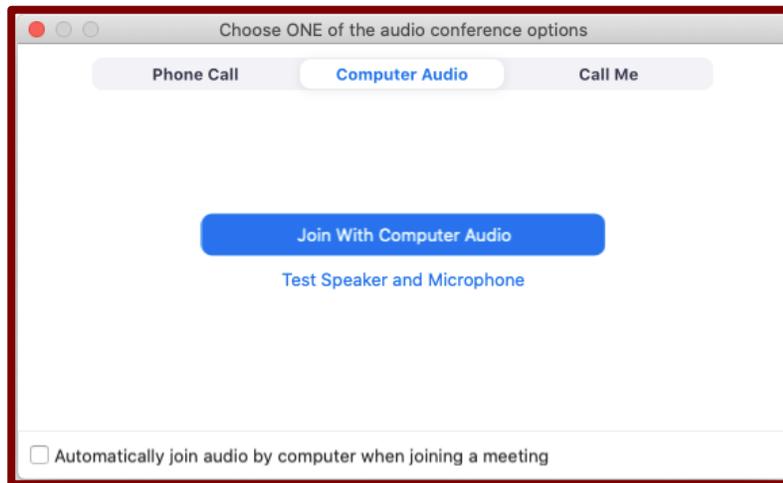
## Testing Audio Before Zoom Meetings

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

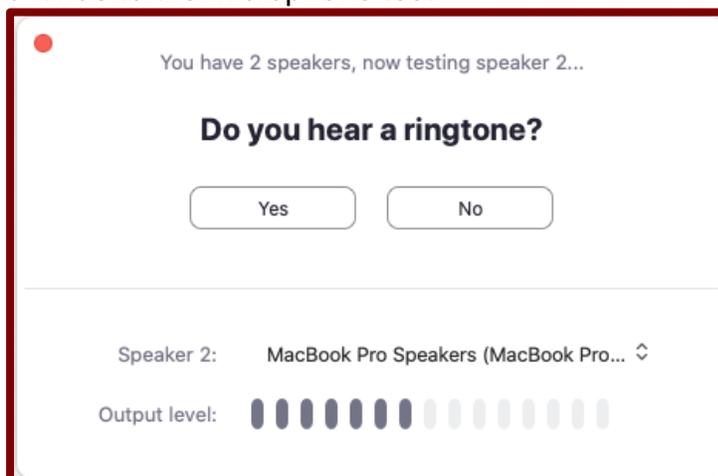
If you haven't enabled the **setting to automatically join by computer audio**, you can test your speaker and microphone before joining a meeting:

### Windows | Mac Users

**Step 1:** After **joining a meeting**, click **Test Speaker and Microphone**.



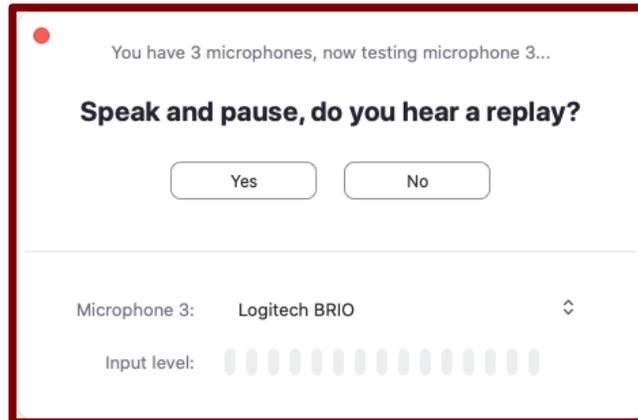
**Step 2:** The meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click **No** to switch speakers until you hear the ringtone. Click **Yes** to continue to the microphone test.



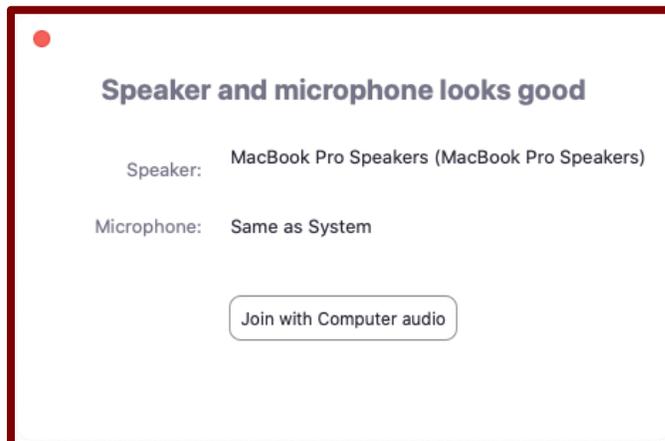


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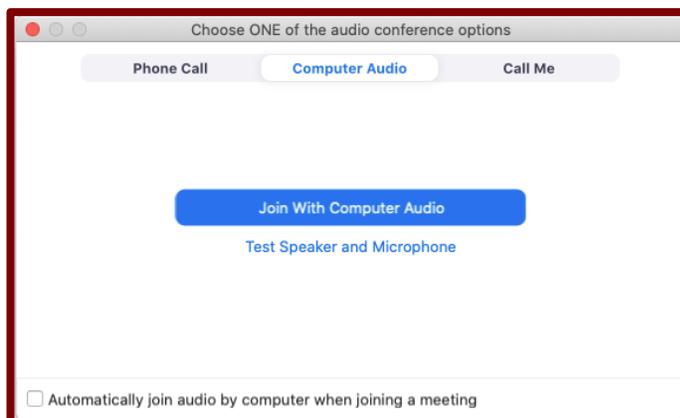
**Step 3:** If you don't hear an audio replay, use the drop-down menu or click **No** to switch microphones until you hear the replay. Click **Yes** when you hear the replay.



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



**Step 5:** Click **Join with Computer Audio** to join the test meeting with the selected microphone and speakers.





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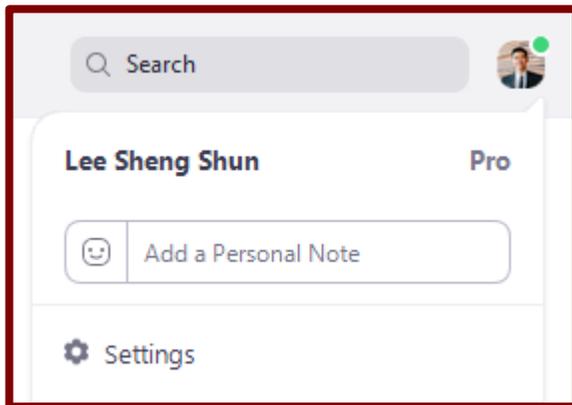
### Testing audio using audio settings

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

#### Before a meeting

**Step 1:** Sign in to the Zoom client.

**Step 2:** Click your profile picture, then click **Settings**.



**Step 3:** Click the **Audio** tab.

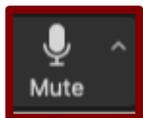


**Step 4:** Follow the sections below to test your **speaker** or **microphone**.

#### During a meeting

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

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



**Step 2:** Click **Audio Options**.; this will open your audio settings.

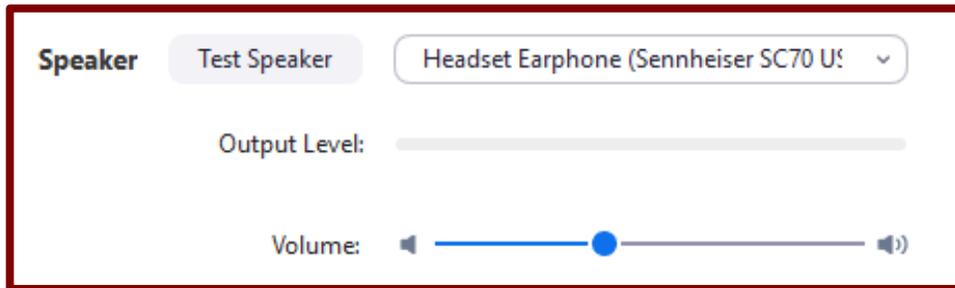


## Testing Audio Before Zoom Meetings

### Checking your computer speakers

**Step 1:** Click **Test Speaker** to play a test tone.

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



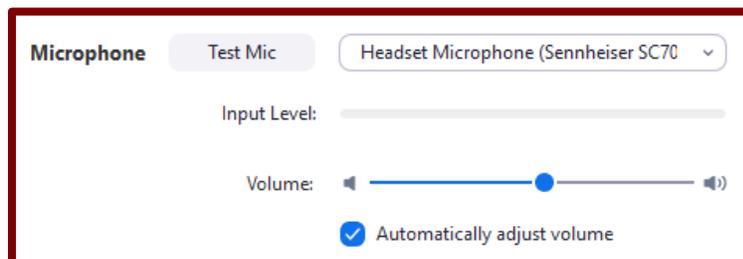
### Adjusting your computer microphone

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

**Step 2:** Click **Test Mic** to test your microphone.

**Step 3:** 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.

**Step 4:** Check **Automatically adjust microphone settings** if you want Zoom to adjust the input volume automatically.





## 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.