



How to test your microphone – for Windows and Mac

1. After joining a meeting click “join with computer audio.” Be aware of what audio method you are using. Are your wireless headphones connected? How is your connection? These are potential reasons your audio might not be working.
2. You can test your audio connection before joining by clicking the “Test Computer Mic & Speakers” link. The audio preferences will open.
3. Speak at a normal level as if the zoom participants are in the room with you. Ask others if you sound too loud or too quiet if you’re concerned. Everyone’s zoom audio connection will be different based on different microphones and computers. If you are on a computer, you may see a green bar rise and lower as you speak to display that it is working correctly.
4. If the audio is not registering, change the input source by selecting a different microphone from the drop-down list. You can also select “Test Mic” to playback your microphone input.

If you would like to check your audio connection while already in a meeting, click the arrow next to the microphone on the left-hand side of the in-meeting toolbar and follow the directions above.

