

GETTING THE POSSIBLE SOUND IN ZOOM WHEN USING A WINDOWS COMPUTER

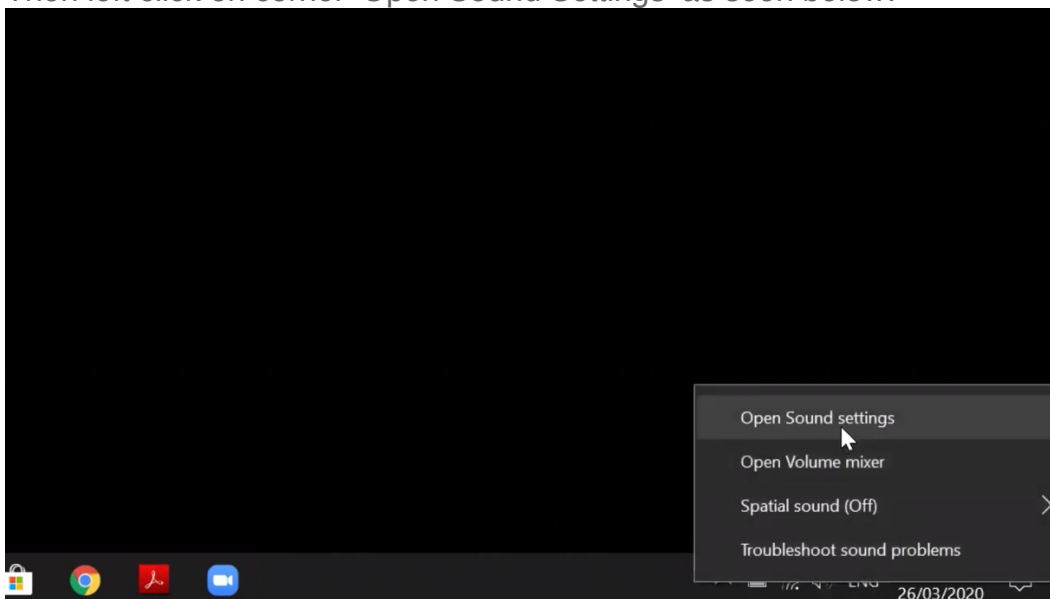
When using Zoom on a Windows computer it is advisable to do the following to achieve the best possible sound:

1. CLICK ON SPEAKER SOUND ICON

Right click on the little speaker sound icon in the bottom right hand corner

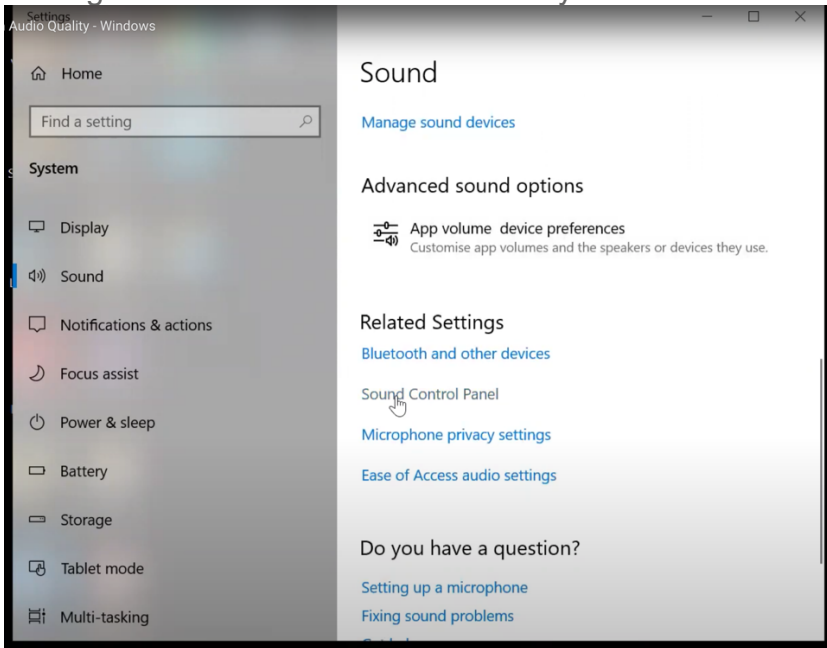


Then left click on corner 'Open Sound Settings' as seen below:



2. THE SOUND SETTINGS MENU

You will now see the 'Sound Settings' menu (see pic below). Scroll down to the 'Related Settings' menu and click on where it says 'Sound Control Panel'



4. THE SOUND CONTROL PANEL

Within the 'Sound Control Panel' you will see 4 tabs along the top (see below). These are: 'Playback, Recording, Sounds and Communication'. Click on 'Communication'

Within the 'Communication' tab, tick bottom option that says 'Do Nothing'. (ticking this option ensures that when Windows detects activity on Zoom it will not reduce the volume of your microphone-this is what we want!).

Click 'OK'.

